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ABSTRACT

The current faculty handbook for the University of South Carolina contains information regarding the administrative organization; the faculty organization; regulations and policies regarding personnel including affirmative action, appointments, tenure, leaves, academic freedom, classroom procedures, and normal work schedule and responsibility; policy regarding research; fringe benefits and privileges afforded the faculty; as well as facilities and services available. (JMF)

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The Faculty Manual

The University of South Carolina

Foreword

This manual is primarily for faculty members teaching in undergraduate and graduate programs on the Columbia campus and contains information concerning University regulations and procedures considered to be of particular interest to them. Academic regulations as they pertain to students appear in The **University of South Carolina Bulletin**. General regulations of the Board of Trustees can be found in the **By-Laws — University of South Carolina**, adopted 23 October 1970. Other student rules and regulations appear in the publication **Carolina Community** and are not reproduced here. A manual pertaining to faculty in the University's regional campus system is issued separately.

Members of the faculty are invited to make suggestions and recommendations for the improvement of future editions of the manual.

Keith E. Davis
Provost

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BOARD OF TRUSTEES

The University of South Carolina was chartered by the South Carolina General Assembly in 1801 and the latest revision of this act occurred in 1962. Several sections of the charter act which pertain to the Board of Trustees are quoted below.

Composition of the Board of Trustees (Section 22-101)

The board of trustees of the University of South Carolina shall be composed of the Governor of the State, the State Superintendent of Education, and the Chairman of the committees on education of the Senate and House of Representatives, which four shall be members **ex officio** of the board, and sixteen other members, one from each judicial circuit in this State, to be elected by the general vote of the General Assembly as hereinafter provided.

Terms of Elected Members (Section 22-102)

... the regular term of each elective trustee shall be four years, however, each trustee shall continue to function as a trustee after his term has expired until his successor shall have been elected and qualified. The General Assembly shall hold elections every two years for the purpose of selecting successors of those trustees whose terms are then expiring. The term of office of an elective trustee shall commence on the first day of April of the year in which the trustee under this plan is scheduled to be elected.

Vacancies; Compensation (Section 22-103)

In case a vacancy should occur in the board, the Governor may fill it by appointment until the next session of the General Assembly. Each member of the board shall be reimbursed for his actual expenses in attending meetings of the board but he shall receive no compensation otherwise for his services.

Board a Corporation; Powers (Section 22-104)

The board of trustees of the University of South Carolina is and is hereby constituted a body corporate and politic, in deed and in law under the name of the University of South Carolina. Such corporation has the following powers:

- (1) To have perpetual succession;

(2) To sue and be sued by the corporate name;

(3) To have a common seal and alter it at pleasure;

(4) To make contracts and to have, to hold, to purchase and to lease real estate and personal property for corporate purposes; and to sell and dispose of personal property and any buildings that are deemed by it as surplus property or not further needed and any buildings that it may need do away with for the purpose of making room for other construction; provided, however, the University shall not have power to sell or dispose of any of its real estate, other than buildings, except with the consent of the General Assembly;

(5) To appoint a chairman of the board of trustees and to appoint a University president, treasurer and secretary, and in the appointment of these latter three to prescribe their duties and their terms of office and to fix their compensation;

(6) To appoint or otherwise provide for the appointment of subordinate and assistant officers and agents, faculty members, instructors, and other employees prescribing the terms of their employments, their duties, and fixing their compensation;

(7) To make by-laws and all rules and regulations deemed expedient for the management of its affairs and its own operations not inconsistent with the Constitution and laws of this State or of the United States;

(8) To condemn land for corporate purposes as provided in Section 22-107;

(9) To fix tuition fees and other charges for students attending the University, but these shall not be inconsistent with statutes where the legislature undertakes to fix such fees and charges, . . .;

(10) To confer degrees upon students and such other persons as in the opinion of the board of trustees may be qualified to receive them;

(11) To accept, receive and hold all moneys or other properties, real and personal, that may be given, conveyed, bequeathed or devised to the University, and to use them for the benefit of the University; but in those cases where such money or property is received, charged with any trust, then in every case such money or property shall be held and used strictly in accordance with the terms of such trust; provided, however, where the terms of any such trust would require something to be done other than merely to administer the trust no obligation in receiving the trust over and above merely its administration shall be

binding upon the University or the State except such as are accepted by the General Assembly;

(12) To assign any member of the faculty to additional duties in any other University department than that in which the faculty member may at the time be working and without additional salary;

(13) In all investigations touching the affairs of the University the board of trustees is invested with full powers to compel by subpoena, rule and attachment witnesses to appear and testify and papers to be produced and read before such board;

(14) To adopt such measures and make such regulations as may in the discretion of the board of trustees be necessary for the proper operation of the University;

(15) To appoint for the University a board of visitors of such number as the board of trustees may deem expedient and to regulate the terms during which the members of such board shall serve, and to prescribe the function of such board of visitors;

(16) To remove any officer, faculty member, agent or employee for incompetence, neglect of duty, violation of University regulations, or conduct unbecoming a person occupying such a position;

(17) To appoint an executive committee not exceeding five members of the board who shall have all the powers of the board during the interim between meetings of the board but not the power to do anything which is inconsistent with the policy or action theretofore taken by the board, and the executive committee shall at each meeting of the board report fully all action taken by it during the interim; and

(18) To appoint committees of the board of trustees or officers or members of the faculty of the University, with such power and authority and for such purposes in connection with the operation of the University as the board of trustees may deem wise.

Committee on Academic Affairs and Faculty Liaison

(Authorized by Article XIV of the By-Laws of the University of South Carolina.) The Committee on Academic Affairs shall consist of not less than three members appointed at the fall meeting in each even year by the Executive Committee, which members so appointed shall select one of their number as chairman of the committee.

This committee shall be kept informed of all education programs by the President; of the conditions affecting the recruitment and retention

of faculty members; of the adequacy of instructional facilities; of the proposal of new degrees; and of such other matters relating to the educational policies and programs as may be brought before it by the President or referred to it by the Board. It shall consider the development of new programs, degrees, and research for submission to the State Commission of Higher Education. It shall report on all such matters to the Board from time to time with such recommendations as it may consider relevant to the achievement of the University's goal of academic excellence.

It shall meet from time to time with a Faculty-Trustee Committee chosen by the University faculty on matters of concern to the faculty, and to the Board, and shall keep the Board informed of all such matters.

It shall review, in advance of the spring meeting of the Board, all recommendations made by the Faculty Committee on Honorary Degrees and shall recommend therefrom to the Board appropriate recipients of such degrees.

Faculty and Student Representatives to the Board of Trustees

(Authorized by Article VIII (d) of the By-Laws of the University of South Carolina). By state law in South Carolina, the President of the student body, during his/her term of office, sits as a non-voting member **ex officio** of the Board of Trustees. A faculty member* of the University chosen annually by the University faculty shall also sit in all meetings of the Board, with the full right to participate in the Board's discussions but without the right to vote on any matter.

OFFICERS OF THE UNIVERSITY

President

The President of the University is the chief executive officer of the institution and, as such, he shall have full charge of the administrative activities of the University. He shall also serve as the official medium of communication between the Board of Trustees, on the one hand, and the University faculty, administrative officers, individual members of the staff, student organizations and students on the other. He is responsible to the Board for administering the educational and business policies of the institution, subject only to the laws of the state of South Carolina

*The Faculty Chairman of the Board of Trustees—Faculty Academic Affairs Committee shall sit with the Board of Trustees.

and the University rules and regulations prescribed by the Board of Trustees. The President is an **ex officio** member of the faculty and all faculty committees.

The President has an Executive Assistant, confirmed by the Board who, in the present administration, functions as University Secretary and Secretary to the Board of Trustees. He may represent the President on such occasions as the President deems appropriate. Also assisting the President in directing the affairs of the University are the Provost and the vice presidents.

Provost

The Provost is appointed by the President and confirmed by the Board of Trustees. He functions as part of the executive office and relieves that office of such duties as may be assigned to him by the President. He is the chief academic officer of the University.

The Provost, when requested to do so by the President, will represent the President at such times and places as may be appropriate.

Vice Presidents

The academic Vice Presidents are appointed by the Provost and the President and confirmed by the Board of Trustees. The non-academic Vice Presidents are appointed by the President and confirmed by the Board of Trustees.

The Vice President for Instruction is responsible for curriculum development and academic standards in the following areas: Business Administration, Education, Engineering, General Studies, Journalism, Law, Librarianship, Science and Mathematics, Humanities and Social Sciences, and Social Work. The deans of the above schools and colleges report to him. All recommendations from within these areas for academic appointments, promotions and tenure are submitted to him.

The Vice President for Health Affairs has major responsibility for the administration of academic programs in the following colleges and schools: Health and Physical Education, Medical School, Nursing, Pharmacy, and Public Health. The deans of these colleges and schools report to this official, and all recommendations for academic appointments, promotion and tenure are submitted through him for approval.

The Vice President for Regional Campuses, Continuing Education, and Research is responsible for the general operation and development of the regional campuses, the administration of sponsored research

activities, and the general operation of the continuing education program. All recommendations for academic appointments, promotions, and tenure from these areas are submitted through him for approval.

The Vice President for Student Affairs is responsible for coordinating all of the student activities of the University. One of his primary functions is the development of student affairs policies. The Assistant Vice President for Student Affairs, Dean for Residence Life, Dean for Student Activities, Assistant Dean for Campus Relations, and directors of Student Financial Aid, Housing, Food Services, University Union, Health Service, Intramurals and Recreational Athletics, and the Counseling Bureau report to this officer.

The Vice President for Finance is responsible for the University's short and long-range financial planning, supervision of the University's working budget and budget requests to the legislature, the accounting for and disbursing of funds, procurement of goods and services needed by University departments, payment of salary and wage payrolls, and for the management of the University's bonded indebtedness. The Budget Director, Treasurer, Controller, Director of Purchasing, Director of Payrolls, and Trust Officer report to the Vice President for Finance.

The Vice President for Administrative Services is responsible for coordinating and supervising the work done in student registration and records keeping, class scheduling and space utilization, University Development and Alumni Affairs, the Placement Bureau, public information about the University, and Radio Station WUSC-FM. The Director of Registration, the Director of Student Records, the Coordinator of Class Scheduling and Space Utilization, the Director of Information Services, the Director of the Alumni Association, the Director of the Placement Bureau, and the Vice President for Development report to the Vice President for Administrative Services.

The Vice President for Operations is responsible to the University President for the following business functions — Auxiliary Services, including Campus Shop, Physical Education Center, Printing, Concessions, and Real Estate — Physical Plant and Planning, including new construction, building modifications, custodial and maintenance, grounds and motor pool — Regional Campus Planning, including master planning and new building construction — Computer Service Center, including central computer operations plus administrative programming and back-up academic programming — Personnel, including employment of classified personnel, maintenance of personnel records, and fringe benefits — Security, Communications and Safety, including police, telephone, and

safety inspection services — Coliseum, including operation and maintenance of the Coliseum building plus management of arena events.

The Vice President for Development is responsible for planning, organizing, and executing efforts to obtain private support for the University from alumni, professional and civic organizations, business and industry, foundations and other sources; and is Executive Director of the Educational Foundation, Standing Committee for Planning and Coordination of Fund Raising, and the President's Council. The Director of Placement and Corporate Support and the Director of Alumni Relations report to the Vice President for Development.

Serving under the academic vice presidents are the academic deans and department heads.

Deans

The dean of a school or college is appointed by the vice president concerned and confirmed by the Provost and the President. He is the chief academic administrator of the college or school concerned. He is responsible for the personnel and program administration of his division and reports directly to the vice president concerned. He reviews curricula and programs in his area, nominates heads of departments and assigns their duties, supervises the use of funds, space, and equipment allotted to his school or college, and supervises the preparation of the school or college budget. He is the presiding officer of the faculty of his school or college. Deans of undepartmentalized colleges or schools also have the duties and responsibilities of department heads (see below).

Dean of the Graduate School

The Dean of the Graduate School is appointed by the Vice President for Instruction, the Provost, and the President. He establishes and enforces standards of graduate work, recommends plans for the development of graduate programs, and formulates policies to implement such plans. He also coordinates graduate curricula, controls admission to graduate study and nominates candidates for graduate degrees. The Dean of the Graduate School reports directly to the Provost.

Dean of Learning Resources

The Dean of Learning Resources directs the activities of the Division of Learning Resources, an academic service division reporting directly to the Provost of the University. The purpose of the Division of Learning Resources is to provide faculty and staff of the University

with print and non-print media and technical support which will enrich the instruction processes of the University. The priority function of Learning Resources is to assist faculty with the complex process of teaching/learning. Included within the Division of Learning Resources are the University Libraries, the University of South Carolina Press, the Institute of Media Arts, the Instructional Services Center (audio-visual and television) and the Educational Development Office.

Department Heads

Department heads are appointed by the dean of a school or college and confirmed by the President, Provost and the vice president concerned. The department head is responsible for the general conduct of departmental affairs and has authority for all decisions concerning such affairs.

The department head is concerned with all matters concerning appointments and non-reappointments, promotions and tenure, resource allocation, and all other matters relative to the successful implementation of the department's educational and scholarly objectives. He will consult in all matters of general concern with an appropriate committee of the faculty.

A department head will be reviewed in his position every three years. A decision as to his retention in that position will be made by a committee consisting of the Provost, the vice president concerned, and the Dean concerned after consultation with the tenured faculty within his department.

University Ombudsmen

The Ombudsmen receive, hear, and investigate complaints of students, faculty, administrators, and staff pertaining to any matter, procedure, or operation on or of the University of South Carolina, except that they are not empowered to consider complaints directly related to operations and powers of the Faculty Senate.

For a detailed explanation of the Ombudsmen's duties, see Policies and Procedures Manual, Organization and General Policies Section, D 3.01.

Affirmative Action Officer

The Affirmative Action Officer is appointed by the President of the University. This individual coordinates the implementation of the Affirma-

tive Action Plan for the University of South Carolina by monitoring of goals and timetables including recruitment, hiring and promotion.

The Affirmative Action Officer maintains documentation of compliance and submits periodic status reports to all interested facets of the University family.

ADVISORY COUNCILS

Academic Advisory Council

The Academic Advisory Council is composed of the President who also serves as chairman, the Secretary to the University, the Provost, the Assistant to the Provost (who serves as secretary), the Academic Planning Officer, the academic vice presidents, the academic deans, and the chairmen of the following committees: Faculty Advisory, Admissions, Scholastic Standing and Petitions, and Curricula and New Courses. The Vice President for Administrative Services, the Vice President of Student Affairs, the Dean of Learning Resources, Director of Libraries, and Director of Admissions are members *ex-officio*. The council considers academic plans and problems of the University and makes appropriate recommendations to the President and to the faculty. Meetings are held monthly.

Administrative Advisory Council

The Administrative Advisory Council is composed of the President, as chairman, the Provost, the vice presidents, the Secretary to the Board of Trustees, and the Assistant to the President, who serves as secretary to the Council. This Council considers the over-all organization and administration of the University, and also considers policies to be transmitted to the Board.

Academic Forward Planning Committee

The Academic Forward Planning Committee is composed of the President, Provost, six faculty members appointed by the Senate Steering Committee, and two students who are nominated by the SGA President and approved by the Student Senate. The Senate Steering Committee will, each year, appoint two members. The Chairman of the Academic Forward Planning Committee will be elected by the committee in May of each year, as will the secretary. This committee has the duty and responsibility of assisting in the establishment of priorities of proposed programs and the initiation of plans for new academic pro-

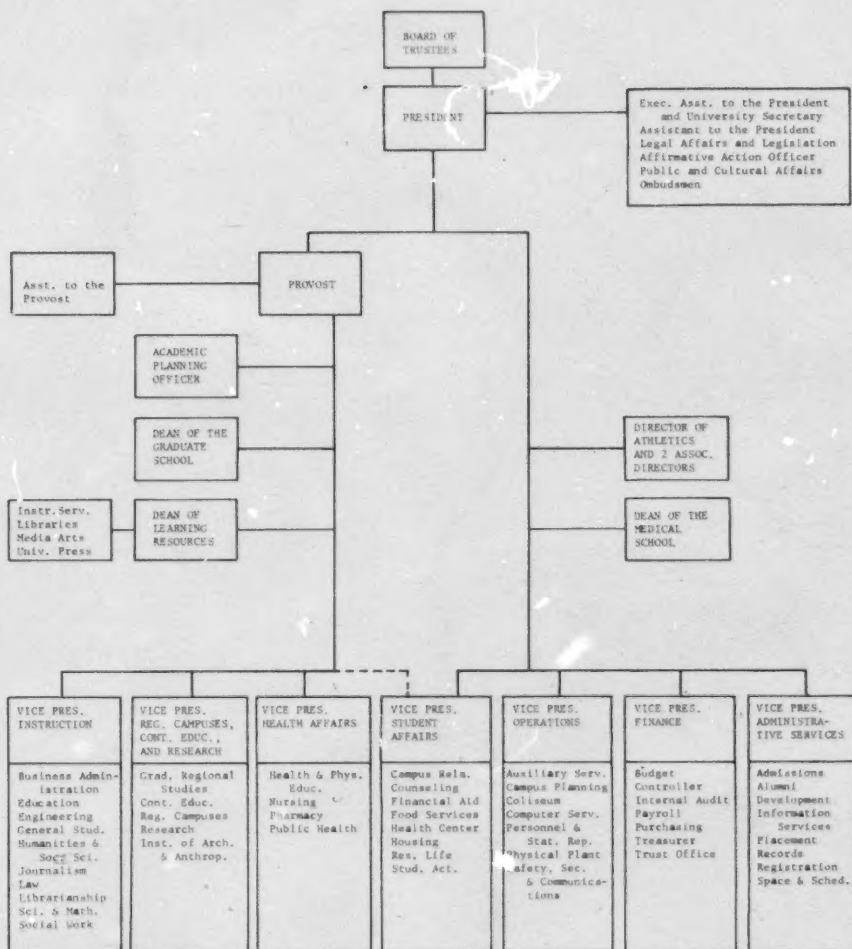
grams and concepts throughout the University. It further aims to stimulate and assist existing faculty and administrative committees.

APPOINTED UNIVERSITY COMMITTEES

Special advisory committees appointed on an annual basis include the following:

Academic Responsibility Committee	Library Committee
Acquisitions and University Museum Advisory Committee	Merit Scholarship Committee
Affirmative Action Committee	Minority Student Affairs Committee
Alumni Committee	Orientation Committee
Amoco Outstanding Teaching Award Committee—Main Campus	Parking Committee
Amoco Outstanding Teaching Award Committee—Regional Campus	Policies and Procedures Manual Committee
Amoco Outstanding Teaching Award Committee—Graduate Teaching Assistant	Protection of Human Subjects Involved in Research Committee
Awards Committee	Registration Committee
Cafeteria Committee	Research and Productive Scholarship Committee
Coastal Zone Research Advisory Committee	Russell Award for Research in Humanities and Social Sciences Nominating Committee
Coliseum Advisory Committee	Russell Award for Research in Science and Engineering Nominating Committee
Computer Policy Committee	Scholarship and Loan Committee
Counseling Services Committee	Student Affairs Committee
Drug Committee	Student Publications and Communications Board
Facilities and Grounds Advisory Committee	Traffic Appellate Court
Film Studies Committee	University Archives Committee
Health Services Advisory Committee	University Press Committee
Honors Committee	Veteran Affairs Advisory Committee
Housing Appeals Board	Women's Studies Committee
Insurance and Annuity Program Committee	
Legal Residence Committee	

14 Organizational Chart



FUNCTIONS

The Board of Trustees is the governing body of the University and the powers of the President and the faculty are delegated by the Board in accord with its policies. The faculty, subject to the review of the President and the Board of Trustees, has legislative powers in all matters pertaining to the standards of admission, registration, requirements for and the granting of degrees earned in course, the curriculum, instruction, research, extracurricular activities, discipline of students, the educational policies and standards of the University, and all other matters pertaining to the conduct of faculty affairs, including the discipline of its own members.

As such occasions arise, the faculty shall have the opportunity to consider the election or appointment to the office of the President of the University and all principal academic officers and, through an appropriate committee, communicate its views thereon to the Board of Trustees.

MEMBERSHIP

The University faculty shall consist of the President, the Provost and all academic vice presidents and associate and assistant vice presidents, all deans, associate and assistant deans of all teaching schools and colleges; professors, associate professors, assistant professors, all full-time academic instructors and full-time lecturers in baccalaureate and graduate degree programs who are not degree candidates at the University of South Carolina; visiting faculty members, emeriti professors, the Dean for Student Activities, Dean for Residence Life, Director of University Libraries, professional librarians, Director of Admissions, and such other persons as the faculty sees fit to elect. Individuals of corresponding status in several University regional campuses are covered in a separately issued manual.

VOTING

The following members of the faculty shall have the right to present motions and to vote: the President, the Provost, the academic vice presidents, the deans of the teaching schools and colleges, heads of academic departments, professional librarians and those regularly appointed professors, associate professors, and assistant professors, and any administrative official who has tenure as a faculty member. A regular appointment to professorial rank is one in which the faculty member is eligible for tenure. A regularly appointed faculty member may exercise his right to

vote during absences from the University that are temporary in nature such as sabbaticals or leaves of absence. Any full-time instructor in a baccalaureate degree program who had the right to vote in September, 1966 shall continue to have the right to vote.

OFFICERS

The President of the University shall be the chairman of the faculty and its presiding officer. In the absence of the President the presiding officer shall be appointed by the President. The faculty shall elect its secretary, and he shall circularize the members of the faculty with the written minutes of its meetings and shall notify faculty members in writing of all regular and called meetings at least three days prior to the meeting date. The secretary shall from the minutes of the faculty meetings, publish annually a summary of actions of the faculty.

GENERAL MEETINGS

A meeting of the General Faculty will be held each spring semester. Action by the General Faculty in this meeting may serve:

1. to recommend proposals to the Faculty Senate or to the administration and/or Board of Trustees,
2. to alter decisions by the Faculty Senate.

The President may call a special meeting of the faculty. A special meeting of the Faculty may also be called by twenty-five (25) voting members of the faculty who shall submit a written request to this effect to the Secretary of the Faculty. Upon receipt of this request, the Secretary shall set a date for a meeting to be held within seven days.

The faculty serves as a legislative body and hears reports from various committees and councils of the University.

CONDUCT OF BUSINESS

The General Faculty and the Faculty Senate follow **Robert's Rules of Order** unless otherwise stipulated. The presiding officer annually appoints a parliamentarian. All elections are conducted by secret ballot. Voting is by voice or show of hands unless at least ten individuals present request a secret ballot.

An agenda is prepared prior to the General Faculty and the Faculty Senate meeting by the Secretary of the Faculty. Faculty members may

contribute to the agenda by submitting items to the Faculty Senate Secretary prior to the meeting. This agenda includes (1) forthcoming elections to committees, when pertinent; (2) statements from the President on major policy; (3) reports of faculty and appointed committees; (4) old business; (5) new business, including matters raised from the floor.

FACULTY COMMITTEES

The faculty shall establish such regular or special committees as it deems necessary, the members of which shall be elected in accordance with existing rules of the faculty. All regular committees shall consist of six faculty members (except as noted below), elected for terms of three years, with two members elected annually. Vacancies shall be filled by special elections. Every committee shall select its own chairman (except as noted below). Every committee shall meet at least four times a year. All student members of regular faculty committees shall be voting members. There shall be no proxy in case of absence.

No member may succeed himself as a member of the same committee. No faculty member may at any one time serve on more than two elected faculty committees.

The Chairman of the Faculty Senate shall consult with the Senate Steering Committee and Faculty Committee on Nominations before making appointments to *ad hoc* faculty committees.

Each faculty committee named below is an agency of the faculty and shall make a written report containing a summary of its activities and actions taken to the faculty prior to the spring meeting of the faculty. Duplication and circulation shall be provided by the Faculty Senate Office. These reports will become a part of the minutes.

Among General Faculty committees shall be the following:

Committee on Admissions

To consider University policies of admissions, entrance examinations, and registration in all University programs, and to recommend to the faculty any broad modification as it may deem advisable. Of the ten members, five members of this committee shall be elected by the faculty and five appointed by the President. Two faculty representatives shall be elected each year for a term of three years except every third year one member shall be elected for three years. The Director of Admissions shall serve as Secretary to the committee without voting privileges.

Board of Trustees — Faculty Academic Affairs Committee

To serve as a channel of communication between the faculty and the Board of Trustees. Members are the chairman of the Faculty Advisory Committee, three members elected by the faculty, one of whom shall be from the regional campuses, and four appointed by the Board of Trustees. The chairman of the faculty representatives shall sit with the Board of Trustees.

Committee on Curricula and New Courses

To consider and recommend to the faculty action on all requests for addition or deletion of courses, to review the various curricula of the University with special attention to duplication or obsolescence of courses. In addition to the members elected by the faculty, the President shall appoint one member of the committee to serve *ex officio* and there shall also be one representative from the regional campuses and two student members of the committee.

Committee on Discipline

To enforce the discipline policy of the University and to examine the administration of discipline. To formulate recommendations concerning the allocations of disciplinary responsibilities. The chairman of the committee shall report all actions of the committee immediately to the President.

There shall be five faculty members on the Discipline Committee (at least one member shall be a woman and one shall come from the Law School Faculty). There shall be four students, two men and two women, who are to be appointed for two year terms by the President of the Student Government and approved by the Student Senate. The Vice President for Student Affairs is the secretary of the Committee on Discipline and takes part in all considerations of the committee except when voting guilt or innocence.

Faculty Advisory Committee

To advise the faculty and administration on all matters pertaining to the general policies and operations of the University which lie outside or cut across the responsibilities of other standing committees. It initiates studies and makes recommendations to the faculty and administration regarding any matters affecting the general welfare of the University which may be referred to it by members of the faculty, other faculty bodies, and administrative officers of the University. It also reviews

the proposals of other standing committees of the faculty and recommends procedures for their implementation. The Provost of the University is a member of the committee, **ex officio**.

Committee on Faculty Welfare

To consider policy matters pertaining to salaries and any other matters relating to the personal welfare of the faculty. Where appropriate after faculty action, recommendations of the committee shall be forwarded to the President for transmission to the Board of Trustees.

Committee on Grievances

To consider individual grievances brought before the committee by members of the faculty including full-time and part-time members, research professors, lecturers, and visiting professors. The committee shall carefully examine alleged grievances, and when in the judgement of the committee a grievance is determined to exist, it shall attempt to resolve the matter through mediation or other appropriate action. All six members of this committee shall be tenured faculty.

Committee on Honorary Degrees

To make recommendations to the President and the Board of Trustees for the recipients of all honorary degrees from the University. The Provost of the University shall be **ex officio** a member of the committee.

Committee on Nominations

This committee at the Spring meeting shall offer to the vote of the faculty a slate of nominees which has been circulated to the faculty at least one week prior to that meeting. The Committee on Nominations shall then, within one week, distribute ballots for the vote. In order to be counted, these ballots must be returned to the committee within one week of date of issue. Results will be announced in July.

Patent and Copyright Committee

To consider individual cases involving patent matters in the manner prescribed elsewhere in this Manual, and to be the patent advisory body within the University. The committee consists of nine members, six of whom will be selected by the faculty. The Associate Vice President for Research, Dean of Learning Resources and Vice President for Finance will be members **ex officio**.

Committee on Scholastic Standing and Petitions

To consider problems of students who seek relief from University scholastic regulations. This committee shall consist of 17 members, distributed among the several schools and colleges and the student body as follows: one member each from Science and Mathematics; Journalism; Nursing; Pharmacy; and General Studies — two members each from Humanities and Social Sciences, Education and Engineering, three members from Business Administration and three student members. The faculty members shall be elected annually from the faculties of the schools and colleges involved and these elections shall be reported to the chairman of the committee. The student members, whose terms will be one year, shall be designated by the President of the Student Government Association and confirmed by the Student Senate. The chairman of the committee shall be notified of the appointees no later than October 1 of the year in which they will serve. At such times as the relative enrollment in the various schools and colleges shall change significantly, the Faculty Advisory Committee shall recommend reapportionment to the faculty. The Director of Admissions shall serve as secretary to the committee without voting privileges.

There shall be a subcommittee consisting of nine members, including the three student members, chosen by the committee as a whole from among its members, to consider matters concerning academic requirements and standards. It shall be the function of this subcommittee to review current policies and practices and to make recommendations for changes therein to the full committee for possible presentation to the faculty.

Student — Faculty Relations Committee

To consider policies and problems affecting student-faculty relationships and make recommendations to the appropriate action agencies. Members include three faculty members, elected by the faculty; three members of the administration of the University, appointed by the President; and six students, selected in a manner prescribed by the Student Government. The University Ombudsman shall be an *ex officio* member of this committee.

University Athletic Advisory Committee

Membership of the committee will be:

- a. 5 elected faculty members

- b. 3 student members (appointed by the president of the student body)
- c. 1 member of the Intercollegiate Activities Committee of the Board of Trustees (appointed by the Chairman of that committee)
- d. 4 presidential appointments — 1 each from the faculty at large, Division of Business Affairs, Division of Student Affairs, Athletic Department.

The Chairman of the Committee shall be a member of the faculty and further, the Chairman and the Presidential Appointee from the faculty shall sit with the Intercollegiate Activities Committee at its regular meetings with a voice but no vote.

The Committee shall keep itself informed concerning all major University policies affecting the athletic program. The Committee will be consulted by the Administration and the Board of Trustees on major policy considerations involving intercollegiate athletics. The Committee will report to the faculty the adoption of any such policies which, in the judgment of the Committee, are properly the concern of the faculty and, if necessary, will recommend appropriate faculty action.

The Committee will be attentive to the need for insuring that proper academic standards are adhered to in admitting athletes to the University and in allowing them to remain as students in good standing. Mindful of the prerogatives of other faculty committees, the Athletic Committee will be responsible for insisting that the conduct of athletes meets the standards necessary to safeguard the reputation of the University. To perform this function effectively, the Committee should be made aware of any charges of misconduct on the part of athletes which can properly be handled by University authorities.

University Committee on Student Academic Responsibility

A University-wide Committee consisting of four faculty members, appointed by the President of the University, and three students, appointed by the Student Body President, shall make a continuing study of the operations and effectiveness of the system of Student Academic Responsibility. It shall keep faculty and students informed concerning provisions of the System and make recommendations for improvement.

University Committee on Tenure and Promotions

The committee is composed of twenty-four members, all full professors with tenure. The committee publishes general guidelines for criteria and procedures for the operation of tenure and promotion policies

at the departmental level, approves departmental tenure and promotion criteria and procedures, and reviews and makes recommendations to the President on all tenure and promotion cases (see p. 30).

FACULTY SENATE

The membership of the Faculty Senate consists of 10% of the total number of voting members of the University faculty.

The members of the Senate are elected by each college, school, or regional campus in proportion to the size of the college, school, or regional campus, and should approximate 10% of the voting faculty.

Senators are elected for a three-year term in the spring with the term to commence with the fall semester. Every spring semester, each college or school elects a sufficient number of new senators to replace those whose terms of office have expired or to fill unexpired terms of office of senators who have left the college or school. Vacancies which occur after the spring election are filled as soon as possible by a method determined by each college or school (special election, appointment by dean, etc.).

The size of the faculty in each college or school is assessed every spring semester so that the appropriate Senate representation may be calculated.

The positions of chairman and secretary of the Senate may be filled by faculty members who are elected by the Senate membership but who in fact are not senators. However, they may not vote on issues confronting the Senate if they are not duly elected senators.

The person designated to serve as Chairman of the Senate will serve for a total of four years on the Senate Steering Committee. He shall serve his first year as Chairman-elect, the second and third years as Chairman, and the fourth year as Past Chairman of the Faculty Senate. A Chairman-elect shall be elected at the beginning of the second year of the Chairman's two year term, i.e., at the beginning of his third year of service on the Steering Committee.

The Secretary shall serve a four year term on the Steering Committee. He shall serve his first year as Secretary-elect and the second, third, and fourth years as Secretary of the Faculty and Faculty Senate. The Secretary-elect shall be elected at the beginning of the third year of the Secretary's three year term, i.e., at the beginning of his fourth year of service on the Steering Committee.

The membership of all faculty committees elected or appointed, standing or *ad hoc*, will randomly include senators and non-senators. The present rotation plan for standing committees is maintained. Reports from each committee will be brought to the Senate by the committee chairman who, if he is not presently serving on the Senate, shall enjoy all the rights of a senator for the purpose of his committee's business.

Every faculty member has the right to attend and address the Senate. However, issues before the Senate will be decided by vote restricted to the members of the Senate. The minutes of the Senate will be circulated to all members of the faculty.

The powers of decision and recommendation presently vested with the General Faculty by the Board of Trustees and manifested through the actions of the General Faculty meeting shall remain unchanged. The Faculty Senate, however, replaces the General Faculty meeting in the execution of these powers.

The by-laws of the Faculty Senate appear in Appendix 1.

Faculty Senate Committees

Committees created within the Faculty Senate include the following:

Senate Steering Committee. Composed of four chairmen of the following faculty committees — Admissions, Curricula and New Courses, Faculty Advisory and Faculty Welfare and two faculty members appointed by the chairman of the Senate. The committee serves as a planning body which studies issues confronting the University and formulates recommendations for action to be taken by existing faculty committees, the faculty and the administration.

Faculty — Student Committee on Teaching Evaluation. To determine, design and administer effective methods for student evaluation of the quality of University teaching and to publish and distribute to the University community periodic results of these evaluations. The three faculty members of the committee are appointed by the chairman of the Faculty Senate.

Grade Change Committee. To consider faculty requests for grade changes and to recommend to the Faculty Senate the appropriate action on these requests. The committee is composed of three faculty members appointed by the chairman of the Faculty Senate.

Various *ad hoc* committees are created as needed to deal with specific problems.

FACULTIES OF THE COLLEGES, SCHOOLS OR DEPARTMENTS

The faculty of a college, school or department shall consist of all its members having the rank of professor, associate professor, assistant professor, and all full-time instructors. Voting rights within a college, school or department are based upon the same standards as in the University faculty. Colleges, schools, and departments shall hold regularly scheduled meetings the frequency of which shall be determined by the respective faculty. The dean or other administrative head of the college, school or department, shall call a meeting of the college, school or department faculty whenever requested to do so by five members or one-fourth the membership of its faculty (whichever is smaller). A meeting of a college, school or department faculty may also be called by the President of the University, by its dean or by its department head. A majority of a college, school or department faculty shall constitute a quorum for the transaction of business.

Within the limits established by the Board of Trustees and the policies and rules of the University faculty, the faculty of a college or school or department shall determine the educational policies of that division. It shall make recommendations to the University faculty on such matters as require the approval of these bodies.

GRADUATE SCHOOL FACULTY

The Graduate School Faculty has a separate organization, as indicated below:

Voting Membership

The Graduate School Faculty shall be composed of: The President, the Provost, the academic vice presidents, the Dean and Assistant Dean of the Graduate School, and the deans of all other colleges and schools and the heads of academic departments; Professors and associate professors of schools, colleges or departments offering graduate degrees who regularly teach courses carrying graduate credit, or who direct the work of graduate students; Assistant professors and lecturers in school or departments offering graduate degrees who, during a current academic year, are teaching courses numbered 700 or above.

Functions

The Graduate School Faculty shall hold a regular meeting at least once during each regular academic semester. Special meetings may be called by the Graduate Council or on written request of any ten graduate

faculty members at any time. The Dean of the Graduate School shall serve as the regular presiding officer assisted by a secretary elected annually by the Graduate School Faculty. The Graduate School Faculty has the right to make recommendations to appropriate administrative officers to receive reports from or recommend action to the Graduate Council, and to act on graduate degree requirements and course regulations.

Graduate Council

Composed of five members selected by the Graduate School Faculty, four members appointed by the President of the University, and the Dean of the Graduate School who serves as secretary. The Graduate Council acts in an advisory capacity to the Dean of the Graduate School or to the administration, takes action on graduate students' petitions, and performs other duties assigned to it by the Graduate School Faculty or the administration of the University.

AFFIRMATIVE ACTION POLICY STATEMENT

The University of South Carolina, an equal opportunity employer, is committed to a policy of affirmative action in all personnel practices. Through this policy, it is the intent of the University to eliminate existing inequities and disparities; to achieve a fair distribution in all job categories in terms of race, color, religion, sex, age and national origin; and to apply all personnel actions including recruitment, hiring, promotion, training, compensation and benefits equally on the basis of appropriate qualifications.

The University of South Carolina will also take affirmative action to employ and advance in employment qualified handicapped including, but not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

NATURE OF POLICY CHANGES

From time to time, changes in the rights, privileges and benefits accorded faculty members must be made as conditions warrant. Changes providing additional rights, privileges and benefits shall apply to faculty members employed prior to the promulgation of such changes.

APPOINTMENTS

Qualifications and Requirements

As a general policy, the qualifications for appointment and promotion are as set forth below. It should be pointed out that these requirements are not intended as justification for automatic promotion; conversely, justified exceptions may be made if warranted.

Professor. To be eligible for the rank of professor, a faculty member must have a record of outstanding performance normally involving both teaching and research or creativity or performance in the arts, or recognized professional contributions. As a general guideline, the faculty member is expected to hold the earned doctor's degree and to have at least nine years of effective and relevant experience.

Associate Professor. To be eligible for the rank of associate professor, a faculty member must have a record of effective performance over a probationary period of time usually involving both teaching and research, or creativity or performance in the arts, or recognized professional contributions. He must possess strong potential for further

development as a teacher and as a scholar. It is normally expected that he will hold the earned doctor's degree.

Assistant Professor. To be eligible for the rank of assistant professor, a faculty member must possess strong potential for development as a teacher and as a scholar. He will normally be expected to hold the earned doctor's degree or its equivalent.

Instructor. To be eligible for the rank of instructor a faculty member must normally hold the master's degree or bachelor's degree plus substantial additional graduate study — such as evidence of having fulfilled the requirements for admission to candidacy for the doctor's degree.

Appointment Procedures

When it is established by agreement of the Provost, the dean, and the department head that a vacancy exists, it shall be the duty of the department head or dean to identify candidates and assemble the necessary information. All vacancies are advertised in accordance with affirmative action and HEW regulations.

Once a candidate has been selected from the applicant pool, approval to make the offer must be obtained from the appropriate vice president and the Provost (and from the President in the case of full professorial or administrative appointments). The following documents must be attached to the request for approval to make an offer: vita/resume, the "Summary of the Process of Recruiting for an Unclassified Permanent Position" form, and a copy of the advertisement. Letters of recommendation may also be attached.

When an offer is made, copies of the letter of offer as well as the letter of acceptance or rejection of the position must be sent to the Provost's Office (through channels) and to Personnel and the Budget Office. If the position is accepted, copies of the above-mentioned documents should be sent to the Personnel Office at this time, as well as a Personnel Action form (P-20) and an Academic Personal Information form.

Nepotism Policy

All appointments shall be made strictly on the basis of merit. No relative by blood or marriage of any administrative officer of the University (dean, director, head, etc.) may be appointed to any position under the administrative officer's jurisdiction, unless the position in question could not be otherwise properly filled. Such an exception shall be made only on specific recommendation of the President and with the approval of the Board of Trustees.

TENURE AND PROMOTION PROCEDURES

The procedures set forth below governing tenure and promotions shall apply to all undergraduate, graduate, and professional schools, colleges, or divisions of the University of South Carolina except the Regional Campuses. The primary responsibility for the operation of all tenure and promotion procedures shall rest with the tenured members of the faculty of each department or non-departmentalized school or college. Final authority for recommending tenure or promotion to the University Board of Trustees shall reside with the President. Final authority for approving recommendations of tenure and promotion rests with the Board of Trustees.

University Committee on Tenure and Promotions

Organization. The University Committee on Tenure and Promotions is composed of 24 members, all full professors with tenure. Fifteen members are elected and nine appointed by the President. No more than three elected members may be from any single college or school. The elected members are nominated by a special nominating committee composed of the members of the Faculty Advisory Committee, the Faculty Welfare Committee, and the eight persons going off the Tenure and Promotions Committee. The nominating committee nominates a slate of ten names. The full voting members of the faculty elect five persons each year. Each faculty member may vote for any number of persons up to the total number of seats to be filled.

No person shall serve more than three years consecutively. Extraordinary vacancies shall be filled as soon as possible by existing procedures for appointment or nomination and election.

Functions. The University Committee on Tenure and Promotions publishes general guidelines for criteria and procedures for the operation of tenure and promotion policies at the departmental level. These are submitted to the University Faculty and the Board of Trustees for approval. The Committee formulates procedures for the operation of these regulations.

The Committee approves departmental tenure and promotion criteria and procedures.

The Committee receives recommendations for promotion and tenure through the appropriate administrative officers* (Department Heads, Deans, Vice Presidents, and the Provost) of the University, who forward the results of all votes and statements by the appropriate faculty to-

gether with any endorsements as may be desired, but they must forward all recommendations and endorsements previously submitted. The Committee forwards its recommendations to the Office of the President.

Any person dissatisfied with a negative decision by the originating (e.g., departmental) committee shall have, upon request to such committee, his file sent through all appropriate channels for endorsement to the President for appropriate action. The University Grievance Committee hears appeals from any person dissatisfied with the decisions made regarding tenure or promotion.

The proceedings of the University Committee on Tenure and Promotions are confidential with respect to all written materials reviewed and all discussions of individual cases by the Committee. Failure to maintain confidentiality shall be sufficient grounds for removal from the Committee. The Committee has the authority to remove members for such reason.

Guidelines for Departmental and College Policy. The tenured members of each department or other appropriate academic unit formulate specific criteria and procedures for tenure and promotion. These are forwarded through appropriate channels (Vice President, Provost) to the University Committee for approval. After approval, each such department or unit is responsible for following the approved procedure. Tenured faculty within departments or schools may elect to operate as a committee of the whole or through select committees, based on the entire unit or on significant academic sub-divisions (e.g., programs). No select committee may have fewer than five members and, where possible, all committees shall have representation at both the rank of Professor and Associate Professor. Departments or units with fewer than five tenured members are required to submit to the University Committee on Tenure and Promotions a policy for approval which the department shall thereafter follow until it has five or more tenured members.

Relevant data to be submitted concerning faculty members to be considered for promotion and tenure are as follows:

1. Evaluation of teaching performance
2. A listing of pertinent publications, papers presented and the like
3. Where applicable, creativity or performance in the arts

4. Other activities such as work on University committees, student advisement, presentation of lectures, participation in professional societies, and relevant public service
5. Experience at the University of South Carolina
6. Relevant experience elsewhere
7. Personal attributes as they affect the faculty member's teaching, his students, and his colleagues
8. Participation in interdisciplinary, educational and research activities.

It is not intended that a specific form shall be used, but that the above information, when relevant, shall be supplied. Two copies of this material should be furnished when such recommendations are initiated.

Each year all non-tenured faculty are considered for tenure, and all faculty members below the rank of full professor are considered for promotion. Each such member shall be given notice in writing by the appropriate dean or department head at least one month in advance of consideration so that the member may provide relevant matters for the departmental file to be available for consultation by appropriate faculty. At the same time, both the dean and department head shall be notified by the unit committee chairman of the pending meeting of such departmental committee and have the opportunity to place appropriate matter in the file of any individual. Consideration at the departmental or unit level is mandatory; however, a candidate's full vita and supporting file go forward administratively only if the appropriate departmental or unit committee recommends tenure and/or promotion. A list of those persons considered but not recommended must be forwarded through the appropriate channels for the record. Failure to recommend favorably at a particular time is without prejudice with respect to future consideration.

In the matter of tenure, decisions by those of equal or higher rank of the departmental promotion and tenure committee are reported to the head of the department or other appropriate administrator. Where the body has acted through a Select Committee, the head or other administrator has a secret ballot sent to all tenured members of equal or higher rank. Each such member shall vote "yes" or "no" or "abstain". A record of the votes is made in all instances and must be forwarded through appropriate channels. Votes may be accompanied by written rationale.

In matters of promotion, decisions by those of higher rank are reported to the head of the department or other immediate administrator. Where the body has acted through a Select Committee, the head or other administrator has a secret ballot sent to all tenured members of higher rank. Each such member shall vote "yes" or "no" or "abstain". A record of the votes is made in all instances and must be forwarded through appropriate channels. Votes may be accompanied by written rationale.

Recommendations from the promotion and tenure committee, including the recording of votes and all written comments, are forwarded to the head of the department or administrator of the unit. The head or administrator of the unit may endorse such recommendations in any way he desires, but he must forward all such recommendations, statements, and endorsements through the appropriate administrative channels to the University Committee on Tenure and Promotions.

Amendments and Transitional Provisions. No change shall be made in the University-wide tenure and promotion regulations except by vote of the full voting membership of the University Faculty or by direction of the Board of Trustees. In no event shall any change in tenure and promotion regulations be made retroactively if it is disadvantageous to the faculty member.

The Regional Campuses, through the Vice President for the Regional Campuses, develop their own tenure and promotion policies and procedures. These policies should adequately reflect the spirit of the main campus policy and should be arrived at through consultation with the Regional Campus Faculty Senate. The policies and procedures, when devised, are presented to the University's Board of Trustees for approval.

TENURE REGULATIONS

The University of South Carolina adheres in principle to the most recent AAUP standards on tenure as minimum guides to the rights, privileges and benefits accorded faculty members.

To promote the welfare of the University, its policy in general shall be to provide, after a probationary period, tenure for its faculty members, except in the case of retirement for age, or under special or extraordinary circumstances, or because of financial exigencies, and/or curtailment or discontinuance of departments, schools, or colleges. To implement this principle, it is the intent of the University to follow these regulations:

1. New members of the faculty shall be informed at the time of appointment of the tenure regulations applicable on the effective date of appointment. Changes in tenure regulations shall not be applied retroactively, if disadvantageous to the faculty member. Recommendations relating to tenure or reappointment made by deans or department heads shall be accompanied by recommendations of tenured faculty members of equal or higher rank in the department, school or college concerned. A faculty member who acquires tenure shall be notified in writing at the time of acquirement.

2. The maximum probationary period for all full-time faculty members with the rank of associate professor or professor shall be satisfactory service at that rank for four years at the University of South Carolina. The maximum probationary period for all full-time faculty members with the rank of assistant professor shall be satisfactory service in that rank for six years at the University of South Carolina. The maximum probationary period for all professional librarians shall be satisfactory service for four years at the University of South Carolina.

The maximum probationary period at any combination of ranks at assistant professor level or above is six years. A decision must be made as to the status of any tenure eligible faculty member no later than the end of the fifth year of continuous service with the University. If no action is taken by that time, the faculty member will automatically acquire tenure at the end of the sixth year.

3. Instructors are not eligible for tenure but the notice provisions of paragraph 5 (a) shall be applicable to full-time appointments at that rank, except in the case of an appointment made for a specific period of time.

4. Lecturers, armed forces personnel performing teaching assignments, and part-time faculty members are not eligible for tenure. Visiting and adjunct appointments are temporary in nature, and service under such appointments is not applicable to the acquirement of tenure. Part-time teaching appointments or teaching assignments of individuals otherwise employed by the University shall be regarded as temporary and service thereunder will not be applicable to the acquirement of tenure nor do the provisions of paragraph 5 apply.

The University may in the future wish to initiate a faculty rank which is entirely outside the tenure ladder. This would be a full-time term appointment and the fact that it is not tenurable will be made clear when the appointment is made.

5.a. If, during the first year of a probationary appointment, it is deemed in the best interest of the University to terminate the appointment at the end of the first year, notice of such termination will be given in writing by March 1 (July 1 for a second semester appointment).

If, during the second year of a probationary appointment, it is deemed in the best interest of the University to terminate the appointment at the end of the second year, notice of such termination will be given in writing by December 15 (April 15 for a second semester appointment).

Thereafter, notice in writing of the termination of any appointment to which the provisions of this section apply will be given at least twelve months prior to the date of termination.

b. If notice of termination is not given in writing by the beginning of the fourth year of the maximum probationary period in the case of associate professors, and professors, or by the beginning of the sixth year of the maximum probationary period in the case of assistant professors, the appointment of the faculty member shall thereafter be a continuous (or tenure) appointment. For the purposes of this paragraph, each year of a first semester appointment shall be taken to begin with the commencement of the scheduled fall term, and each year of a second semester appointment shall be taken to begin with the commencement of the scheduled spring term.

6. Deans, heads of departments, directors, or other persons assigned to special offices or duties shall not acquire tenure in such special offices or duties. Relief from such office or assignment shall not, **per se**, affect the teaching status and tenure of a person holding such office or assignment.

The tenured status of a member of the University's faculty appointed to an administrative position shall not be adversely affected by such an appointment. Time spent in an administrative position by a person not already tenured shall not be counted as service in a probationary period. A non-tenured individual holding an administrative position may acquire tenure only in very exceptional circumstances upon recommendation through the appropriate channels to the President of the University and then to the Board of Trustees.

7. a. The University reserves the right to terminate a faculty appointment for cause. This action can be taken only by the President in consultation with an ad hoc committee of the faculty nominated by

the Faculty Advisory Committee and appointed by the President. Cause shall mean one or more of the following:

- 1) Failure or mental or physical incapacity to perform the duties required for the position
- 2) Lapse or withdrawal of licensure to practice in the state of South Carolina or withdrawal of admitting privileges to affiliated teaching hospitals with respect to clinical faculty in the School of Medicine. The loss of licensure in any other professional area may also be considered as a cause for termination.
- 3) Bona fide reduction in staff
- 4) Curtailment or discontinuance of a department or school
- 5) Gross misconduct detrimental to the image of the University.

b. Any faculty member whose appointment may be terminated for cause under the provisions of this paragraph 7 shall be notified in writing, including a statement, made with reasonable particularity, of the grounds thereof, and also including a statement to the effect that he has a right to a hearing, with counsel, before the Executive Committee of the Board of Trustees, if a request in writing for such hearing is submitted to the President within 15 days of the receipt of notification of termination. If the faculty member elects to request a hearing, the effective date of termination of his appointment shall not be in advance of the final decision of the Executive Committee although the President shall have the authority in the meantime to suspend the faculty member in question until the proceedings have been completed.

c. The non-reappointment of faculty during the probationary period is a matter separate and distinct from the establishment of cause for termination of tenured faculty. Nothing in paragraph 7-a and b shall be applicable to faculty serving in a probationary period or faculty not eligible for tenure.

8. Whenever the University is required to give notice of termination of an appointment under paragraph 5 hereof, it may at its option terminate the appointment immediately and either establish cause for such termination in the same manner as is provided for in paragraph 7 hereof, or pay to the faculty member, in lieu of notice, the compensation which he would have earned as a faculty member in the notice period.

9. The deadline for administrative action on promotion shall be March 15. The deadline for administrative action on tenure appointments shall be April 15.

TERMS OF EMPLOYMENT

In the absence of special arrangements, employment of the members of the faculty is for a period of nine months. In the event that employment is or subsequently becomes for one semester, either fall or spring, the salary shall be one-half of the nine-month stipend.

In addition, regular (full-time appointment not made for a specific period of time) members of the faculty may teach in one of the two summer sessions for which they would receive (15%) of the salary (if state funds provide) received during the previous academic year. The faculty member must advise his department head or dean of his school or college before December 1 of his summer school intentions and at that time may be assigned to teach in one or the other of the two summer sessions, as conditions may warrant; but on the recommendation of the dean of the school or college concerned, the vice president concerned, the Provost and with the approval of the President, he may be assigned special duties for this period. Summer School teaching will depend on the availability of funds and/or size of enrollment.

All members of the faculty shall be available from the fourth calendar day prior to the first day of registration and at least until after commencement.

A member of the University staff may be permitted to do professional work of an expert character outside the University and to receive pay therefore when the work in question contributes to the professional development of the faculty member. No such outside work shall be undertaken except on the prior approval of the dean of the school or college concerned and prior authorization of the Provost. The University reserves the right to declare a conflict of interest at any time. For further information see the University Policy and Procedures Manual, Section II — Academic Affairs, A 1.25.

No member of the teaching staff shall receive compensation for tutoring students in any course for which he is empowered to grant the student credit, or over which he has any authority. This shall not be interpreted as prohibiting anyone from tutoring for remuneration in subjects over which he has no control.

Employment and compensation in excess of an employee's regular salary for temporary, part-time contractual, honorarial, or consultative service is considered dual employment and must be approved by the State Budget and Control Board. See the University Policies and Procedures Manual, Section III — Business Affairs, A 2.20, for further information on dual employment.

State employees earning \$20,000 or more per year are required by state law to make an annual disclosure of economic interests. Statements are to be made on forms prescribed by the State Ethics Commission no later than April 15 of each calendar year.

Any faculty member who feels that action with regard to his salary is inadequate may request further consideration of his record by submitting such documentation as he believes is appropriate to the vice president concerned. This vice president will then forward these data to the Provost for consideration. Only after following the procedure described above may the faculty member refer the matter to the Faculty Grievance Committee.

TEACHING RESPONSIBILITY

The teaching responsibilities of the instructional staff are among those many areas of University life which have for generations been a part of the unwritten code of scholars. Now, however, along with other formerly unwritten contracts, it seems appropriate to set forth these responsibilities in a formal statement of policy. The provisions of such a policy statement are so reasonable to learned and humane men that it may appear redundant to state them. However, the University conceives them to be so important that the performance of the instructional staff in meeting the provisions of this code shall be taken into consideration in determining salary increases, tenure, and promotion.

Statement of Policy

1. Instructional staff members are responsible for stating clearly the instructional objectives of each course they teach at the beginning of each term. It is expected that each instructional staff member will direct his instruction toward the fulfillment of these objectives and that examinations will be consistent with these objectives. Instructional staff members are responsible for orienting the content of the courses they are assigned to teach to the course descriptions approved by the Committee on Curricula and New Courses and published in the University Catalog.

2. Instructional staff members are responsible for informing students in their classes of the methods to be employed in determining the final course grade and of any special requirements of attendance which differ from the attendance policy of the University. At the request of the student, a faculty member should make available information and/or an evaluation of the student's progress prior to the free drop date.

3. It is expected that graded examinations and papers will be provided to the student for inspection and discussion. Thus final examinations will be retained for one semester to provide the opportunity for review with the instructor, if the student so desires. It is expected that examinations will be graded within a sufficiently appropriate time to make the examination a part of the student's learning experience. (See p. 47).

4. All instructional staff members are expected to meet their classes regularly and at scheduled times. In case of illness or any other emergency, the instructor will notify the dean or department head so that appropriate action may be taken.

5. All instructional staff members whose responsibilities involve students, are expected to schedule a reasonable number of office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of prearranged appointments for students where there is a schedule conflict. The number of office hours is to be determined at the appropriate administrative level, and office hours should be a matter of common knowledge.

6. Instructional staff members who are responsible for academic advising are expected to be in their office at specified hours during registration and during the succeeding school year.

7. Students who feel the above policy and procedures have been violated to their personal detriment shall consult the University Ombudsman.

NORMAL WORK SCHEDULE

The work schedules of full-time faculty are necessarily flexible but, as a guide, the normal teaching assignment will be twelve hours or its equivalent. Teaching assignments will, of course, be affected by the number of students in the class, the level of the course, research, and other factors.

All absences, shall be incorporated into the department head's monthly report to the dean of his school or college. In schools which do not have departments, the approval for absence should be sought from the dean of the school or college. The vice president concerned and the Provost should be notified by memorandum of any sick leave taken by a faculty member that is in excess of five consecutive days. Department heads will notify their respective deans if they expect to be

absent from the campus. In the event of any absence for unusual amounts of time, either on the part of a dean, department head or faculty member, the dean should notify the appropriate vice president and the Provost.

LEAVE

Annual Leave

Members of the academic staff on a twelve months appointment accumulate vacation allowance at the rate of one and one-quarter calendar days per month of continuous compensated service. After ten years service, he shall earn an additional one and one-quarter working days annual leave for each year of continuous service not to exceed thirty days. Annual leave does not accrue during periods of leave without pay or during terminal leave. Any vacation time taken during the year, except the regular University wide holidays, counts against this time. (For further information, contact the Personnel Office, Administrative Annex.)

Faculty members working on grants or contracts and earning annual leave may be required to use all accumulated annual leave prior to the ending of the grant or contract.

Faculty members employed on less than a twelve months basis do not accrue annual leave.

Sick Leave

It will be the policy of the University of South Carolina to grant to all faculty members sick leave with pay to be earned at the rate of 1¼ days per month of active employment. Sick leave may be accumulated, but shall not exceed 90 days. Department heads are authorized to grant additional sick leave in extenuating circumstances upon the approval of the President of the University. All part-time faculty members shall be entitled to sick leave prorated on a basis of 15 days per year subject to the maximum accumulation specified herein. Any faculty member who has accumulated sick leave in excess of 90 days pursuant to the then existing policy of the University shall not lose such excess but may not accumulate sick leave in excess of ninety days after the effective date of this act. (January 1, 1969)

If a faculty member has retired from the University because of illness and subsequently wishes to return, he will be reinstated if eligible for employment at that time.

This policy shall apply to each additional absence from work due to personal injury or sickness, except that there shall be deducted from the number of additional payments to be made the number of additional payments which he shall have received on account of previous absences hereunder. Medical proof of disability in each case may be required in the discretion of the University administration. Irrespective of any other provisions, sick leave shall not be used for a vacation.

A staff member sustaining an employment injury or disease shall have the option to take sick leave to the extent of his accumulated total, irrespective of whether or not the disabling condition is compensable under the Workmen's Compensation Act. If in such cases, sick leave is granted and if compensation is awarded to the staff member by the Industrial Commission for salary lost during such sick leave period, the University shall be reimbursed in the amount of compensation payable to him by the Industrial Commission for days of absence for which he was also paid by the University, and sick leave credit shall be restored in proportion to the amount of reimbursement to the University.

Female employees who have been employed at the University a minimum of six months and who desire a maternity leave of absence are required to notify their department heads and the Personnel Office by their 4th month of pregnancy in order that replacements can be arranged during the time of their leave of absence. It is expected that employees will follow the advice of their physicians as to the length of time worked during pregnancy. See Policies and Procedures Manual, Section III, A 1.03 for further information.

Sick leave shall accrue for a staff member on leave with pay status; however, sick leave shall not accrue to a staff member on leave without pay or on terminal leave.

On termination of services for any reason, any accumulated unused sick leave shall be forfeited.

Terminal Leave

Faculty and staff members can be paid for a maximum of 45 days of terminal leave unless transferring to another state agency. If transferring to another South Carolina state agency, the accumulated unused annual and sick leave shall be transferred to that agency.

Court Leave

A University employee required to attend court as a witness representing the University or as a juror shall be granted leave with pay. When

one is subpoenaed in litigation as an individual and not in official capacity, the time taken from work shall be charged as annual leave or leave without pay, whichever is appropriate.

Military Leave

Fifteen calendar days leave with pay may be granted in any calendar year to regular employees who are members of a reserve component of the Armed Forces or of the National Guard. Such duty or training should be so arranged as to be of least interference with regular duties. Whenever possible, summer training and participation in the summer session of the University should be scheduled in separate terms.

An employee called into military service shall be entitled to reinstatement as provided by law. Normally, he is entitled to leave without pay and, if the State Retirement Board so approves, the member may continue to make contributions to the South Carolina Retirement System through the University. The faculty member may return to active employment in a comparable position to that held at the time such leave was granted provided:

1. Separation from service was under honorable conditions
2. Physical and mental capacities remain qualified for the position
3. Application for re-employment is made within 60 days after release from service

Leave Without Pay

Leave of absence without pay may be granted for good cause on the recommendation of the department head, the dean of the school or college concerned, the vice president concerned, the Provost, and the President, under circumstances wherein the best interest of the University will be served. If on a semester basis, pay shall be equalized for each semester. Such leave is granted for a **maximum** continuous period of one year, unless special disposition is granted by the President because of highly unusual circumstances. After the period for which leave is granted, unless further action is taken, the appointment is terminated. The authorization of leave without pay is a matter of administrative discretion and may be considered in the following cases:

1. Absence due to service in the Armed Forces.
2. Extended absence in the interest of the University of South Carolina, such as advanced academic training, research or other experiences

which lead to increased competence and promote the interest of the *University as well as the staff member.*

3. Necessary absences due to illness, maternity, or other personal reasons when such absences extend beyond available annual leave and/or sick leave with pay.

Annual leave and sick leave do not accrue during periods of leave without pay but accumulated totals are not forfeited. If the State Retirement Board approves, the member may continue to make contributions to the South Carolina Retirement System through the University while on extended leave without pay.

Leave without pay does not affect tenure; however, a period of time during which a faculty member is on leave without pay may not be counted, toward the acquirement of tenure.

The Pre-Retirement Death Benefit Program is extended to persons on leave of absence who participate in the retirement program while on leave. If interested, request the Personnel Office to obtain permission from the State Retirement System. If they grant authority to contribute to the retirement system while on leave, one would receive not only credit under the retirement system for that year of service, but would also be covered by this death benefit, which would be based on ones previous basic salary.

Having received permission from the South Carolina Retirement System to make the regular contributions, one should contact the University Payroll Office to set up the deductions or payments that he should make.

If a faculty member wishes to continue his insurance coverage while on leave it will be necessary for him to pay premiums to the Payroll Office. By paying the premiums he can continue his coverages for one year. If he does not continue these payments, the insurance will be dropped; and when he returns to the University payroll, it will be necessary for him to send health statements to the insurance companies for approval.

Sabbatical Leave

The purpose of a sabbatical leave is to stimulate academic development and similar relevant scholarly activities for the improvement of the academic services of the recipient. In all cases, the holder will be separated from University duties for the period concerned to the degree desired.

Professors and associate professors with tenure and under 65 years of age are eligible for sabbatical leave. Awards are based on seniority, merit and six years or more of service as a full-time faculty member. A sabbatical leave provides one-half pay for a full academic year, or full pay for one-half of an academic year. The granting of sabbatical leaves of absence is dependent upon budget limitations, work loads and conditions. Therefore, it is a matter of administrative discretion.

The Pre-Retirement Death Benefit Program, through the South Carolina State Retirement System, is extended to persons on sabbatical leave. A faculty member on leave for one semester at full salary will have retirement deductions made on the amount paid him by the University. A faculty member will receive credit for a partial year of service under the retirement system and is covered for a partial year's salary under the death benefit program. A faculty member is also eligible to contribute to the retirement system on the full amount of his salary. In this event, the faculty member would receive credit for a full year's salary under the death benefit. If a faculty member selects this alternative, he should request the Personnel Office to obtain permission from the State Retirement System.

While on sabbatical leave, insurance coverages will be continued automatically.

Sabbatical Leave Procedures. Request for sabbatical leave will be in writing through regular channels to the President and will be accompanied by a statement of the purpose for which the leave is requested.

1. A faculty member will submit a formal request for sabbatical leave at least one year prior to the date he wishes his leave to begin. This request submitted initially to his department head or dean will contain a detailed statement of purposes for which leave is requested.

2. A request for sabbatical leave must be approved by the department head, dean, and provost.

3. If request for sabbatical leave is approved, the faculty member will be required to sign a statement to the effect that he agrees to return to his position at the University for at least one academic year at the end of the leave period. If this agreement is broken and the faculty member does not choose to return for whatever reason, he will be liable to the University of South Carolina for the full amount paid to him during this period of sabbatical leave. However, in the event of death or permanent disability due to ill health or accident, the University will not exercise its right of repayment.

4. A faculty member returning from sabbatical leave shall submit a written report of his research or other scholarly or creative accomplishments to the head of his department within three months after his return to the University. The department head will forward this report, with his own written evaluation of whether or not adequate use was made of the time allotted, through the usual administrative channels (Dean and Vice President) to the Provost of the University. If the faculty member fails to submit a written report within the allotted time or if, after consultation with the Vice President, Dean, and department head, the Provost judges that the faculty member has made inadequate use of his sabbatical period, he may require the faculty member to refund all or part of the monies that he received from the University while on sabbatical leave.

5. No school, college, or department may have more than 10 percent of its faculty on sabbatical leave in any given major semester (Fall or Spring). In departments where there are less than 10 eligible faculty, only one department member may be on leave in any given major semester. Any deviation from this policy may be made only under the most exceptional circumstances.

ACADEMIC FREEDOM

The University of South Carolina adheres in principal to the American Association of University Professors' Statement on Academic Freedom and it shall be its policy to defend academic freedom against any encroachment. A university as the center of learning depends upon the free search for truth and its free exposition. The University has adopted the following statement on academic freedom:

1. A faculty member of the University of South Carolina is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties, but research for pecuniary return shall be based upon an understanding with the authorities of the institution. (See page 54 for copyright policy.)

2. The faculty member is entitled to freedom in the classroom in discussing his subject, but he shall be careful not to introduce into his teaching controversial matter which has no relation to his subject.

3. The faculty member is a citizen, a member of a learned profession, and an officer of the institution. When he speaks or writes as a citizen, he shall be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As

a man of learning and an educational officer, he shall remember that the public may judge his profession and his institution by his utterances. Hence, he shall at all times be accurate, shall exercise appropriate restraint, shall show respect for the opinions of others, and shall make every effort to indicate that he is not an institutional spokesman.

A faculty member who feels that his academic freedom has been infringed upon may make written request of the President that an investigation be made of his case. The request should set forth in a clear and concise manner the events and circumstances upon which the charge is based. The President may refer the question to the appropriate faculty committee.

POLITICAL ACTIVITY

Full time employment with the University of South Carolina is a time-consuming responsibility. The University, therefore, does not encourage outside employment for compensation, political or non-political, which does not effectively contribute to professional advancement and correlate usefully with University work.

However, as responsible and interested citizens in their communities, faculty and staff members of the University should fulfill their civic responsibilities and should engage in the normal political processes of our society. With the consent of the President and the approval of the Board of Trustees, any faculty or staff member may seek election to hold public office providing such action shall not interfere with his normal duties. The candidacy must be approved in advance and prior to announcement for public office following the confirmation that there is no conflict of interest between this activity and the responsibility of the individual to the University and the State of South Carolina.

If it is determined that such candidacy and/or election is in basic conflict with the faculty or staff member's normal duties, the President may ask the employee to obtain a leave of absence without pay or to resign before announcing for the office.

It is understood that in general, because of their responsibilities to the institution, full-time faculty will not engage in state-wide campaigns nor manage state-wide campaigns nor seek political positions which pay compensation.

DISTINGUISHED PROFESSOR AND EMERITUS TITLES

The title of Distinguished Professor shall be awarded to members of the University faculty in their final year of service at Carolina who have

both earned the rank of full professor and have served the University for a total of twenty-five years or more. Upon retirement, this title will change to that of Distinguished Professor Emeritus.

The title of "Emeritus" shall normally be conferred in the last rank held by any regular member of the instructional staff at the time of his retirement from the University provided that:

1. The faculty member has reached age 55
2. The faculty member has served the University of South Carolina a minimum of twelve years

A citation shall be presented to each Emeritus recipient at the Spring Commencement and every effort shall be made to provide office space, parking privileges and the like.

PERSONNEL ADMINISTRATION

The Provost is responsible to the President for formulation and administration of standards and policies for academic personnel. Responsibility for academic personnel on the Columbia campus is delegated to the academic vice presidents. The Personnel Director is responsible for maintaining employee records for all University employees, including academic personnel, and for supplying benefit information for all employees. For matters of policy, academic personnel deal with the office of the Provost. For information on their employment records or on benefits such as retirement or workmen's compensation, they deal with the office of the Personnel Director.

Recommendations for promotion, personnel evaluations and other confidential faculty materials are retained by the appropriate vice president where they become part of a confidential personnel information file.

CLASSROOM PROCEDURES

Examination and Grading System

Attention is directed to the fact that final examinations each semester are given in accordance with a schedule published well in advance of the examination period. No deviation from this printed schedule is permitted unless specific prior approval has been secured from the dean of the school or college concerned, and all such deviations shall be reported to the office of the Vice President for Administrative Services.

This provision applies to all examinations including laboratory examinations and examinations in courses meeting once a week. It is recognized that this provision will cause occasional conflict (i.e. a student who has laboratories or once a week classes in two different courses at the same hour on Monday and Wednesday or Tuesday and Thursday). Such cases clearly require special handling and possible examinations at other than the scheduled time. These should be conducted with the prior approval of the dean concerned and in no case should they occur outside of the total examination period.

In any course or laboratory which meets two or three times a week, no quiz, test, or examination shall be given during the last two class sessions prior to the regular examination period.

In any course or laboratory which meets once a week, no quiz, test, or examination shall be given during the last class session prior to the regular examination period.

In any course or laboratory which meets more than three times a week, no quiz, test, or examination shall be given during the last three class sessions prior to the regular examination period.

The grading system outlined below will be in effect for all students at the University beginning with the fall semester, 1975. Under this system undergraduate course credit will be granted only for earned grades of A, B, C, D, or S. Any of the following symbols (except NR) will become a permanent part of a student's academic records when assigned.

A, B, C, D and F carry the traditional academic connotations of excellent, good, average, poor and failing performance, respectively.

S and U indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under Pass-Fail or non-credit options. The S/U designation is also used for courses in thesis and dissertation preparation and research, and in certain other courses, such as workshops and seminars, in which the regular academic grades are not used. The use of the Pass-Fail grading option in such courses is indicated in their catalog descriptions. No course carried under the Pass-Fail option will affect a student's grade point ratio or the evaluation of suspension conditions.

WF is assigned for withdrawal from a course after the free drop date (the deadline prescribed in the University's academic calen-

dar for withdrawal without a penalty), and is treated as an F in the evaluation of suspension conditions and GPR computation.

W may be assigned, in exceptional cases, to indicate satisfactory performance in courses from which a student withdraws after the free drop date. The grade is used primarily in cases of withdrawal from the University or course withdrawal for medical reasons, and requires the concurrence of the instructor and appropriate academic dean. A grade of W will be treated in the same manner as a passing grade in the evaluation of suspension conditions and GPR computation.

I, incomplete, indicates satisfactory attendance and performance, but failure to complete some portion of the assigned work in a course. By arrangement with the instructor, the student will have 12 months in which to complete the work before a permanent grade is recorded. After one year a grade of I may be changed to another symbol only if it was recorded erroneously.

AUD indicates a course was carried on an audit basis.

NR, no record, is assigned by the Registrar's Office only, in the event an instructor fails to submit a student's grade by the proper time. It is a temporary mark on the transcript and must be replaced by a grade of A, B, C, D, F, WF, W, S, U, or I.

However, final grades for graduating seniors **must** be handed in one week before graduation, and this contingency may call for an earlier examination. Faculty members are also requested to post grades on departmental bulletin boards, using the form which is provided for this purpose.

The University grades are processed on data processing equipment, and it is, therefore imperative that faculty members report all grades as requested.

All grades shall be due in the office of the professional school dean or department head no later than 72 hours after the date of the scheduled final examination. The department head or dean shall send the grades to the Vice President for Administrative Services within 24 hours after their receipt. Under no circumstances shall a student listed on the grade sheet not be given a grade. Any student not given a grade consciously or inadvertently by his instructor will receive an automatic NR. NR's will be changed to a grade of S after one semester if no other grade can be obtained from the instructor by the appropriate dean.

Grade Reports and Change of Grades

Once grades have been reported, any change of grades must be approved as hereinafter provided. In case of error in reporting of final grades, the instructor shall complete the form provided and send it to the chairman of the Faculty Senate Grade Change Committee. The Grade Change Committee shall place the issue before the full Faculty Senate, and thereafter communicate decision in the matter to the appropriate University administrative office. When a grade change must be processed prior to the next meeting of the Faculty Senate, the Grade Change Committee shall exercise final authority and shall report its decision at the next meeting of the Faculty Senate. Special make-up work or examinations to change grades already recorded are not permitted.

BOOKS FOR CLASSES

Each school or department will select an individual to act as textbook coordinator for book orders within that discipline.

Schools or departments will provide the Campus Bookstore with all necessary textbook requirements 120-90 days prior to the opening of the specific semester.

All questions concerning book orders are to be handled by the coordinator and not by the individual faculty members. Problems which appear to be insolvable are to be referred to the Provost of the University for a final determination.

Desk copies obtained from the Campus Bookstore will be charged to the school or department account at the time of issuance. Proper credit to the department will be made by the bookstore upon return of the book within a thirty day period.

Administrative policy precludes the sale of textbooks or materials by faculty to their classes. All preparation and sale of this type of material is handled by the University Book Store.

RESEARCH POLICY

It is the policy of the University to encourage research by members of its faculty. It is understood that research to be conducted at the University is to be devoted primarily to broadening the research worker's competence and professional ability and in furthering the general objective of expanding the horizons of knowledge. Research is also regarded as an indispensable adjunct to the education of graduate students. In addition to research efforts undertaken by individual faculty members, the University has created a number of bureaus and centers to perform research activities of significance to the University and the State.

Support

University Funds. The University assigns a moderate sum each year for research purposes. Applications for support from this fund are to be made by the individual concerned to the Chairman of the Research Committee. These applications must have the endorsement of the head of the department and dean concerned.

Outside Funds. Numerous Federal agencies, private foundations and private business firms operate extensive programs of sponsored research. The costs that will be funded by these agencies will vary according to their own rules or terms. Faculty members interested in such projects are requested to consult with the head of their department, school or college. To facilitate such support, the University will serve as the Contracting Authority. Further, the Office of Research will assist in the preparation of proposals, and otherwise assist in locating interested sponsors. No commitment to an outside agency which involves University participation can be made by individuals without the concurrence of the Vice President for Research and the Vice President for Finance. The University will contribute to sponsored research when the work involved is significant to the purpose of the University.

Payments for Research

Normally, payments to research participants are limited to the rate of pay enjoyed by the party concerned as a regular member of the University faculty.

Relation of Research to Teaching Duties

It is understood that research to be conducted at the University by faculty members is to be devoted to broadening the research worker's

competence and professional ability. The University does not operate testing bureaus or perform routine tests and measurements as distinguished from research to broaden human understanding and knowledge.

Any member of the instructional staff who has received a reduction in teaching load for research or other University duties will not be permitted to teach courses in the Evening Division. Any deviations from this policy must have the recommendation of the dean concerned, with adequate justification, and the approval of the appropriate vice president.

Grant Administration

Each research, training or special project which is sponsored, is assigned a named individual of the faculty or staff who is designated principal investigator or project director. Normally, this is the member who conceived and proposed the activity resulting in a grant or contract. He may not be changed without the approval of the sponsor. The principal investigator or project director is responsible for the technical direction of the project and for making all technical reports required. He is also responsible for administration of all direct funds allocated to the project and compliance with the terms and conditions of the grant or contract. The Office of Research will assist the principal investigator in resolving any procedural or administrative questions.

Use of Consultants

The University policy with respect to the use of and payment for consultants on funded research and training projects is as follows:

1. The need for services of consultants must be justified in the contract or grant proposal and approval by the granting agency.
2. The principal investigator shall state that the individual consultant selected is the best qualified available considering the nature of the services provided.
3. The principal investigator shall also state that the fee is appropriate considering the qualifications of the consultant, his normal charges, and the nature of services to be provided.
4. Within the University, consultation is considered to be a part of the normal professional duties. However, in unusual circumstances where consulting is across departmental lines or is to be performed at a remote location and is in addition to regular assigned duties, compensation may be authorized. In these cases, advance approval of the

Vice President for Research is required and the principal investigator shall certify as required above (2. and 3.).

Conflicts of Interest

The University has adopted the principles of the December, 1964 joint statement of the ACE-AAUP entitled **On Preventing Conflicts of Interest in Government-Sponsored Research at Universities**. Through the respective department heads, the Division of Advanced Studies and Research will be notified of all outside consulting and research activities performed by faculty or staff members who are participating in government-sponsored research or receiving federal grants. Should any conflict of interest be indicated, the individual concerned will be contacted in order to clarify and/or rectify the situation. In addition, the Division of Advanced Studies and Research will be available for advice and assistance with regard to consulting agreements or potential conflicts of interest.

PATENT AND COPYRIGHT POLICY

I. Purpose and Scope

Patents. Although the search for commercially exploitable inventions is not a specific function of the University, a discovery leading to a patentable invention may be a by-product of creative endeavor undertaken for other purposes. When such a discovery is made, it is the desire of the University to assist the inventor in evaluating, patenting, and exploiting his idea. The purpose of this policy is to delineate procedures to encourage inventors to report discoveries with patent potential, and to assist them while safeguarding the interests of all concerned parties. It pertains to members of the faculty and staff and to students.

It is the explicit intent of this policy to exclude any University claim to a discovery resulting from endeavor not supported by the University or endeavor to which the University's contribution is negligible. To safeguard against any future dispute as to University support, each discovery will be submitted for review in accordance with these procedures. A written opinion of the University will be provided the inventor to include, when appropriate, release of any University claim to the discovery.

Nothing herein will conflict with any agreement executed by the University with an outside agency. Outside sponsorship, particularly by

Federal agencies, usually involves agreement on patent matters, and each principal investigator will ensure that he and his fellow investigators understand such agreement. The Office of Research will endeavor to obtain patent agreements with terms as favorable as possible for University personnel, and will insure that the inventor understands the final agreement.

Copyrights. The University places special emphasis on assistance to faculty for the development of instructional materials and other literary materials. The application of new technology to instruction and the creation of literary works often requires expensive and complex equipment which cannot be owned or operated economically by individual faculty members or by regular departments on campus. In these cases the University often steps in and provides the necessary resources (or contracts for these resources). In addition, the development and production of educational or instructional materials, media materials, and literary or other materials often requires specialized skills. Because data about the learning process, teaching modes and new concepts in education are increasing very rapidly, it is difficult for faculty to remain abreast of such developments without assistance. Therefore, many faculty utilize University consulting specialists and other types of support to bring themselves up to date. New instructional materials and other literary creations, consequently, may reflect a collaborative effort involving faculty members and other individuals or units on campus.

This policy governs the ownership, use, distribution and rights to income produced by these and other University-commissioned materials but specifically does not apply to materials or resources which are not University-commissioned (as defined in a later section of this policy statement). This policy applies to educational, literary and media materials (regardless of medium utilized) provided the copyrightable material meets the University-commissioned test.

II. Administration

A. Committee. The University Patent and Copyright Committee (hereafter called the Committee) consists of nine members, six of whom will be selected by the faculty (three per year for a two year term.) Committee members should be chosen so that disciplines primarily concerned with patent matters and disciplines primarily concerned with copyright matters are both represented. The Associate Vice President for Research, Dean of Learning Resources and Vice President for Finance will be members *ex officio*. The Committee will select its own chairman.

At any time the chairman may call upon any member of the University to appear before the Committee to augment its expertise.

The Committee will consider individual cases prescribed herein, and be the patent and copyright advisory body within the University. It will report to the Vice President for Research.

B. Review Procedures. Any faculty, staff member or any member of the student body who believes he has a patentable invention (idea, concept, method, material or process) or a University-commissioned copyrightable work shall bring it to the attention of the Committee through its chairman. Within thirty days after receiving such notification, the Committee will convene to consider the discovery or work. Within thirty days following the initial meeting, the Committee will make a determination of disposition of the case within the options of this policy and report its findings and recommendations to the Vice President for Research. The Committee, if it deems appropriate, may recommend changes in the equities set forth herein. The Committee will also take reasonable steps to insure that any joint inventors or authors (including students) are identified and will recommend distribution of income among the inventors or authors. (Author(s) is used to designate the person(s) responsible for producing a copyrightable work.) The Committee's findings and recommendations will be in writing with a copy furnished the inventor(s) or author(s).

The Vice President for Research will promptly notify the inventor(s) or author(s) in writing of the decision of the University, courses of action open to the inventor or author and the equity in any income resulting from his discovery or work.

C. Appeal. Upon receipt of official notification from the Vice President for Research, the inventor may submit a written appeal to the President which will include the specific points to which objection is raised. The decision of the President will be final.

III. Patent Policy

A. Documenting a Discovery. When an individual believes he has conceived an invention he should prepare a written and dated memorandum (disclosure statement) describing the invention (which serves as one proof of the date of conception.) This memorandum, however, should be only supplementary to the careful keeping of regular laboratory notebooks. Included as a part of the memorandum should be drawings, sketches, and other pertinent data to illustrate the principle of operation

of the invention and its performance. The inventor should date and sign each page of his notebook and the memorandum, including all sketches and data sheets. Two witnesses, thoroughly capable of understanding the invention, and who are not joint inventors or nor interested in it, should also date and sign each page. Since priority of filing a patent application is often a decisive factor in awarding a patent, it is important that the notebook be kept current and the disclosure document be prepared as soon as possible, since these records can be relied upon as corroboration of dates of conception and reduction to practice.

The law provides that the inventor is not entitled to a patent if his invention has been described in a printed publication anywhere in the world more than a year before his patent application is filed. Since extensive developmental work is often required before a patent application can be filed, an inventor should consider the desirability of delaying publication for a reasonable period of time.

The disclosure memorandum should be submitted to the Chairman of the Committee for review in accordance with the procedures in Section II. B.

B. Invention Categories. The Committee will determine that the discovery belongs to one of the following categories.

Category 1. The discovery resulted from endeavor to which the University did not contribute or contributed insignificantly. In these cases the University relinquishes any equity and the inventor is at liberty to dispose of his discovery as he sees fit. The inventor may elect to submit his discovery through the University to a patent development organization with which the University has entered into agreement.

A determination that a discovery belongs in Category 1 would indicate the inventor did not receive financial support from University resources other than normal salary and related benefits, did not use time during which he was released from normal duties, had no assistance from other faculty members, staff, or students unless clearly shown to be on their own time, and made no use of University facilities, supplies, or equipment. Further, it would indicate that the inventor's association with the University was not a major factor in obtaining non-University support. A Category 1 discovery could also result from University support which is judged by the Committee to be insignificant.

Category 2. The discovery resulted from endeavor supported by non-University agencies but with University sponsorship. In most cases a degree of University support will be evident, although in some instances

association with the University as a factor in obtaining outside support may be the only University contribution. In cases in this category, the University reserves the right to patent and exploit the discovery, subject to such limitations as may be imposed by prior agreement with the external sponsor.

Category 3. The discovery resulted from endeavor supported by the University. In these cases the University reserves the right to patent and exploit the discovery.

C. Developing Marketable Discoveries. In each case where the University supported the endeavor (Category 3) or shared support with an agency which has relinquished any claim (Category 2) the University reserves the right to assume full title to the discovery and to obtain a patent and to exploit the invention. Usually it will not be to the best interest of the University to assume this responsibility, weighing the complexity and cost involved against probable returns.

In the event the University declines to assume the responsibility for development, the inventor will have the option of proceeding on his own or using the services of a patent development organization with which the University has entered into agreement. The decision by the inventor to proceed on his own will release the University from any further responsibility, but for its contribution to the discovery the University will receive a share of any income realized from commercial exploitation.

D. Patent Development Organizations. The University has entered into formal agreements with The Battelle Development Corporation (BDC) and Research Corporation. Under each agreement the University may submit for evaluation such discoveries as it wishes. If the evaluation is favorable BDC will provide the further development necessary to bring the invention to a point where it may be advantageously licensed. Research Corporation does not develop discoveries, nor does it provide funds to others for such development but rather relies on licensing established industrial concerns to do this at their own expense. Both organizations will accept title to the invention and proceed to obtain patents and to negotiate licenses. Any resulting income is divided among the organization, the University and the inventor.

Normally, the inventor will recommend the organization to use in developing his discovery. The agreements between the University and the two organizations are filed in the Office of Research where they are available for review, and members of the Committee and of the Office of Research may be consulted.

E. Latent Discoveries. Frequently an external agency will solicit materials or devices from a University project for investigation by the agency staff for any patentable discovery. Such a solicitation shall be referred to the Committee which will determine that there is no apparent discovery which should be developed under this policy. The Committee will also determine that proposed arrangements with the soliciting agency are reasonable from the point of view of the University and University personnel involved. It will submit a written report to the Vice-President for Research, who will take appropriate action.

F. Equity. The equity in any marketable invention is expressed as a percentage of income. Nothing herein shall conflict with an agreement signed by the University as a condition to receiving support from an external sponsor.

1. In cases where the inventor proceeds on his own but in which the University has established an interest (Category 2 & 3), the University will receive 15 percent of net income.

2. In cases in which Research Corporation assumes responsibility, after first deducting any expenses of litigation consented to by the University, 42½ percent of royalty income will be retained by the Corporation in accordance with the terms of the agreement. The first \$1,000 of the balance will be paid to the inventor, and any balance beyond \$1,000 will be divided equally between the University and the inventor. All costs of filing and prosecuting U. S. and foreign patents, and for negotiating and administering licenses are paid by Research Corporation out of its 42½ percent share of the royalty income.

3. In cases where The Battelle Development Corporation assumes responsibility, 50 percent of income will be paid to BDC after deducting amounts from income necessary to reimburse BDC for its expenses including, but not limited to research and development expense, patent expense, and licensing expense. The first \$1,000 of the balance will be paid to the inventor, and any balance beyond \$1,000 will be divided equally between the University and the inventor.

4. In cases in which the University assumes responsibility, 25 percent of net income will be paid to the inventor.

With a Category 1 discovery (no University interest), the inventor may elect to use the services of a patent development corporation, submitting his discovery through the University. In these cases the distribution of income between the University and the inventor will be adjusted in favor of the inventor.

IV. Copyright Policy

A. Definition of University-Commissioned Educational and Other Literary Materials, and Media Materials.

1. The University of South Carolina recognizes the right of all employees to engage in the uncommissioned creation of scholarly, pedagogical, and artistic works subject to copyright, and to copyright such works and to receive royalties from their use. Uncommissioned activities are defined as those which do not receive substantial aid from the University or from an outside agency through University channels. The University does not normally construe the provision of office and library facilities and modest routine secretarial assistance as constituting substantial aid, nor does it construe the payment of salary as substantial aid except in situations where the funds are paid specifically to support the development of original materials subject to copyright. Scholarly books and articles, textbooks resulting from usual teaching activities, painting, musical compositions, graphic art, and media materials are all examples of work that may be uncommissioned.

2. The University gains a right to materials subject to copyright when such materials result from activity commissioned by the University or by an outside agency through University channels. The substantial aid that constitutes a commission may be in the form of directly allocated funds or of University facilities and resources. Educational, literary, and media materials which may be commissioned by the University include, but are not limited to, the following:

- a. Books; Periodicals; Lectures or other productions prepared for Oral Delivery, and the notes to same; Study Guides, Texts, Syllabi, Workbooks, Bibliographies, and Tests.
- b. Programmed Instructional Materials.
- c. A work or works of art or models or designs for a work or works of art.
- d. Slides, Transparencies, Charts, Maps, Photographs, Drawings, Prints, Pictorial Illustrations, Labels, and other Graphic Materials, Photographic or Similar Visual Materials and Film Strips.
- e. Computer Programs.
- f. Dramatic Productions, Musical Productions or Music Compositions of any length or description.

- g. Three-dimensional works of a scientific, technical or instructional character.
- h. Three-dimensional Materials and Exhibits.
- i. Motion Pictures.
- j. Recorded Video and Audio Tapes or Live Transmission.
- k. Contributions to or component parts of any of the above, including notes, drafts, models, story outlines, scripts, shooting scripts, production outlines, out-takes.
- l. Combinations of the above and other types of materials; e.g., multimedia and other instructional or educational, literary, and media packages.
- m. Reproductions of any of the above in any quality and in any form.

3. Faculty members, students, or staff members having questions as to whether educational, literary, and media materials they are preparing or planning to prepare should be considered University-commissioned, must petition their department heads who will in turn notify the "Patent and Copyright Committee" of the circumstances surrounding the project. The petition should contain brief descriptions of the materials to be produced, the resources to be utilized, and a statement concerning the time to be devoted by the author/creator to its preparation. The committee may wish to call a hearing to further investigate the production of the piece of work in accordance with the Review Procedures in Section II. The findings of the Committee and the Vice President for Research are subject to appeal as outlined in Section II.

B. Ownership and Copyright. The legal title to all University-commissioned educational, literary and media materials as defined in Section II shall be vested in the University of South Carolina with the following exception: materials produced on the grants from the Federal government or other outside sponsors shall be subject to the conditions of the contract or grant (to be negotiated solely by the University) with respect to ownership, distribution, use and other residual rights of and to such materials. All such materials shall bear the required statutory notice of copyright naming the University as the copyright proprietor. The University will advance the copyrights on those materials deemed by legal counsel to be eligible for new copyright. After consultation with the author, the University may at its discretion use, assign, transfer, license, lease, or sell all or part of its legal rights in educational, literary, and media materials.

C. Pre-Production Agreement. Since conditions of production, use, and final disposition will vary from time to time prior to the beginning of production, authors/creators and the University will develop written agreements to define the rights and responsibilities of the parties. Such agreements are subject to the guidelines set forth herein, and will be complete and specify any or all exclusions. The University legal staff will be consulted so that appropriate contractual details may be worked out, and a final copy of all contracts shall be maintained on record in the legal office.

D. Internal University Use. "Internal" is defined as all University of South Carolina campuses, and extensions by television or otherwise.

All use of University-commissioned materials by any unit of the University for instruction or other purposes will be subject to the following conditions:

1. Use internal to the University requires approval of the college, department, or individual primarily responsible for the materials, so long as said materials are used within the context of their intended use. Use out of such context requires special permission of the creator(s) and his/her/their department.

2. The contribution of the faculty member, student or staff member involved in the production of University-commissioned materials must be explicitly recognized and noted by the user.

E. External Use. After consultation with the author the University as owner and copyright holder may at its discretion assign, license, transfer, lease, sell, or otherwise convey all or part of its rights in University-commissioned materials. Charges to external users will be negotiated solely by the University or its assignees with such users. It is possible that differing fees to other state agencies, non-profit educational users, consortium users, and others will be a result of these negotiations. In any case, the University has the exclusive right to set per unit prices, package prices, and conditions under which sale, lease, reproduction or use of materials is authorized.

F. Revision. Revision of University-commissioned material which does not require substantial University resources may be made at any time by the faculty member, student, or staff member involved subject to the approval of the member's department.

The responsible faculty member(s) may recommend to the University and other users the discontinuance of distribution and/or use of

materials which he/she/they deem(s) no longer appropriate, or which he/she/they judge(s) to be detrimental to his/her/their professional reputation(s). Mutual agreement by both parties is required for revision or discontinuance in such cases.

After a significant period of non-use (at least three years), materials which have not been revised shall be reviewed by the authoring faculty member, student, or staff member, and the University unit or units most directly involved in their production and the authoring faculty member, student, or staff member may request their withdrawal, erasure, or destruction. The University, in its sole discretion, may require such withdrawal, erasure, or destruction and its decision in that regard shall be final.

G. Equity. With the exception specified below, the University shall not make any payment to the University-employed faculty member, student, or staff member involved in the production of University-commissioned educational, literary, and media materials for production and internal use other than the compensation which he/she/they regularly receive(s) from the University.

1. Exceptions on payments for internal use of materials:

a. At the discretion of the department head faculty will normally be accorded released time at a declining level through the stages of planning, production, and presentation, including the first and subsequent semesters of utilization. Faculty eligible for released time include the responsible faculty member and other faculty members assigned to work on the project by department or its functional equivalent.

b. If the faculty member, student, or staff member leaves the University, further internal use of the materials upon reasonable terms shall be provided for and payments to him/her or his/her estate for such internal use of the material shall continue to be made, subject to terms of pre-production agreements.

c. A faculty member, student or staff member not on assignment to the University (e.g., during summer sessions or on leave) but appearing in or involved in producing educational, literary, or media materials may be provided compensation when such materials in which he/she personally and prominently appears are used. Compensation will be mutually agreed upon in the pre-production agreement by the faculty member, student, or staff member and the department involved, based upon (1) the amount of continual responsibility of the party involved for monitoring, revision of lessons, or supervision of the work of the course if known; (2) whether the course is completely or partially recorded;

(3) the extent to which the participating faculty member, student, or staff member's time and creative efforts have been previously compensated; and (4) any other relevant factors.

2. The University shall have the perpetual right to market or license external use of University-commissioned materials. The financial benefits of external distribution shall be shared by the department or functional equivalent; the responsible faculty member(s), student, or staff member; and the institution, with a negotiated portion designated for outside or non-university production sources as required.

a. The division of income accruing to the University under this policy shall be: 25 percent to the faculty member, student, or staff members (to be divided equitably if there is more than one originator); 25 percent to the department(s) and/or other functional unit which authorized and supported the development and production of the materials; 25 percent to the Instructional Development Fund; and 25 percent as general University income. The monies distributed to the department(s) and/or other functional units and to the Instructional Development Fund shall be used to encourage further educational and instructional activities by the faculty.

b. Exceptions to distribution percentages and/or payment provisions may be made for incentive purposes but must be negotiated in preparation agreements.

3. If the University licenses an external agency to produce or market the materials, the total royalties shall be negotiated between the University and the external agency. The net income from royalties accruing to the University shall be divided between the faculty member, student, or staff member, the University, and the department in the same proportions as previously delineated.

4. It is expected that the share of each department (or functional equivalent) will be devoted to (1) teaching load adjustment necessitated by production, or (2) development of new course materials or other educational, literary, and media works and/or the revision or upgrading of the original materials.

5. The distributions above shall be continuing except in the case of termination or death. (See 7 below).

6. The foregoing does not apply to "work-for-hire" arrangement or to the production of copyrightable materials as an assigned duty.

7. The institution's right to use materials will continue regardless of the employment status of the responsible faculty member, student,

or staff member. The author/creator's share in external distribution revenues shall remain the same for a ten-year period and shall accrue to his or her heirs in the event of termination or death.

H. Protection and liability

1. Protection. The University shall be responsible for the investigation of recorded allegations of unauthorized use or infringement of copyrighted materials. Where legal action is deemed necessary by the University, in its sole discretion, to enforce copyrights, the University agrees that all costs and expenses incidental to such actions shall be borne by the University and any proceeds of litigations in excess of costs shall be shared between the parties in the proportions set forth previously (as applicable) when final adjudication of the legal action is rendered.

2. Liability

a. The faculty member, student, or staff members responsible for the creation of University-sponsored educational, literary, and media materials shall obtain appropriate releases from individuals prominently appearing in or giving support to the materials, giving all necessary rights to the University. Form releases may be obtained from the University Office of Legal Affairs. All original releases must be filed with the University's legal counsel.

b. Before any external use is made of University-sponsored material, the faculty member, student or staff member authoring or creating the material shall certify in writing to the University that to the best of his/her knowledge materials used therein do not infringe or violate any existing copyright, or other personal or property right of any legal or natural person. If this statement proves false due to misrepresentation or negligence, the faculty member, student, or staff member shall indemnify and hold harmless the University for all costs and expenses to which it has been subjected as a result of such representations made herein.

c. In the event that others allege violations of personal or property rights by the University, or by the faculty member, student, or staff member, or producer of University-sponsored educational and other literary materials, the University will assume responsibility for defense of any litigation and the satisfaction of any judgment rendered against the University, faculty member, student, or staff member. (This provision is subject to the conditions set out above.)

V. University Funds

A. Fund for the Promotion of Research. The Fund for the Promotion of Research has been established to support the University in its research activities. All income received by the University from patent activities covered by this policy will be deposited in a University account to the credit of this Fund. The Vice President for Research will administer the Fund, and will report not less than annually to the faculty on the activities supported by the Fund.

B. Instructional Development Fund. The Instructional Development Fund has been established to further educational and instructional development activities by the University of South Carolina faculty. All income to the University not allocated by the sponsoring department(s) will be deposited in a University account to the credit of this Fund (See IV. G. 2. Equity). The Instructional Development Fund will be administered by the Provost of the University who will report to the faculty not less than annually on the activities supported by the Fund.

VI. Consultant Activity (See also page 53.)

A member of the University staff may be permitted to do professional work of an expert character outside the University and to receive pay therefore when the work in question contributes to the professional development of the faculty member. No such outside work shall be undertaken except on the prior approval of the dean of the school or college concerned and prior authorization of the Provost. The University reserves the right to declare a conflict of interest at any time. Laboratories, equipment or other facilities of the University generally are not available to University employees for consulting work. Patent and copying rights for approved consultant activities are matters to be decided between the faculty member and the outside agency. If, however, University facilities are used, an interest of the University is thereby established, and agreement as to patent and/or copyright matters should be resolved before undertaking the project. Conversely, when the University hires a consultant, specific prior arrangements should be made in the consultative agreement for protection of the University's rights. The Patent and Copyright Committee should be consulted for assistance in resolving these questions.

In cases where a University employee is hiring a consultant to be paid from a University grant or contract, such consulting is subject to the funding agency's regulations imposed within the grant or contract document. Further, if the consultant to be hired is another University employee, remuneration for such activities is governed by the University's policies on extra compensation and the State's policy on dual employment.

INSURANCE

The University of South Carolina in conjunction with the State of South Carolina has a comprehensive program of insurance and annuity plans for members of the faculty, the staff and their dependents. The various plans consist of life insurance, health insurance and annuity benefits made available to assist in meeting financial security needs.

State Employees Comprehensive Insurance Plan

Blue Cross-Blue Shield and Liberty Life Insurance Company provide a new plan of group insurance benefits for all eligible employees of the State. This comprehensive plan includes basic hospital, surgical, regular medical and major medical benefits; life insurance and accidental death and dismemberment benefits and long-term disability benefits. Employees may enroll their eligible dependents for basic and major medical benefits and dependent life insurance. Employees may elect "expanded" basic coverage instead of the "standard" plan.

1. **Plan A** provides 70 days of semi-private hospital room and board service after a twenty-five dollar deductible. In addition, it provides benefits for scheduled surgeon's fees (the amount depending upon the nature of the operation), for miscellaneous hospital charges, and for several specified emergency, outpatient, and physician's charges. Maternity benefits are included; however, these benefits are subject to a 270 day waiting period. There are no waiting periods (except for maternity) for new employees who enroll within thirty-one days after the date of employment.

2. **Plan B** provides the same types of benefits as above, except that semi-private hospital room and board charges are paid in full (no deductible) up to 365 days and physician's and surgeon's charges are limited only to the "usual and customary" fee consistently charged by all physicians in the given geographic area. Except for the increment for private room charges and charges in excess of usual and customary fees, charges covered by the Expanded Plan will be paid in full. Coverage on the family of deceased employees will continue for 12 months at no cost to the family.

3. **Major Medical Insurance** supplements basic coverage by providing extra protection for serious, lengthy or costly accidents or sickness. It covers most "health care" costs not covered by either basic plan, including private duty nursing, prescription drugs, home and office calls, prosthetic devices, etc. Subject to a maximum benefit of \$50,000 for

each covered person, this plan pays 80 percent of all eligible expenses in excess of a deductible of \$100 per person per contract year. In addition, under Plan B, eligible expenses in excess of \$5,100 are fully covered.

4. Life and Disability Income Insurance. In addition to the health insurance described above, the new State plan provides nominal amounts of life insurance and accidental death and dismemberment benefits, and a long-term disability benefit. These limited benefits apply to all covered employees and are paid for by the State. The amount of term life insurance and accidental death and dismemberment benefit is \$3,000 each, decreasing to \$1,500 at age 65. If totally disabled, the disability benefit would pay an income starting the first day after the 90-day elimination period (a type of deductible) and continuing as long as you are disabled up to age 65. The monthly benefit is 60 percent of your basic monthly (1/12 of the annual rate, if you are not paid each month) but not more than \$600.00. However, the \$600 monthly maximum is reduced by any sick leave payments, and by disability income payments under the South Carolina Workmen's Compensation Act, the State Retirement System, and the Social Security Act. Because of the \$600 limit and this "coordination with other income" provision, the great majority of faculty members could not receive significant disability benefits from the State plan. For this reason, the voluntary disability income plan described in the next section is of particular importance.

Disability Income Insurance

The Pilot Life Insurance Company underwrites our long-term disability income plan. In case a faculty member becomes totally disabled, the University would continue his salary for a limited period of time in accordance with the sick leave policy. The Pilot Life plan would then provide an income starting the first day after the "elimination period" selected and continuing as long as he was disabled — up to a lifetime in the event of an accident, and for the period he had selected (2 or 5 years) in the event of sickness. The "elimination period" is like a deductible stated in days, i.e., it is a period of time after disability commences during which benefits are not payable. The longer the elimination period he selected, the lower would be the premium. Several alternatives (from 30 to 180 days) are available, and many employees choose one to correspond, at least roughly, to their accumulated sick leave. The amount of the Pilot Life benefit received depends on the amount purchased; however, the maximum amount for which one may apply is determined by one's salary. The coverage applies on or off the job, 24 hours a day, and the benefits receive favorable tax treatment,

liberal health standards are applied and some coverage is available even if one has known health problems or is otherwise uninsurable.

Life Insurance

The Group Life Plan is underwritten by the Prudential Insurance Company of America. It provides group term life insurance on the eligible employee's life in an amount which depends on his age and salary classification (maximum of \$50,000), plus accidental death and dismemberment benefits. Smaller amounts of life insurance may be purchased on the lives of eligible dependents. Subject to certain conditions, the faculty or staff member's insurance is convertible to an individual plan upon terminating employment with USC — and it continues automatically in the event of total disability. Under a unique feature of the plan, dividends are used to purchase paid-up additions of whole life insurance for plan participants.

Tax-Sheltered (i.e. Tax-Deferred) Annuities

The University will make payroll deductions for tax-sheltered annuities but cannot contribute to their cost. By action of the Board of Trustees, a faculty member may elect to take a reduction in salary or to forego an increase in salary and request that the University contribute this amount toward the purchase of an annuity contract. Any amount so contributed, subject to legal limitations and interpretations, is not taxed currently for State and Federal Income Tax purposes. That is, the tax collection is postponed until retirement. This arrangement is generally referred to as a "Tax-Sheltered Annuity" and, as such, is subject to interpretation by the District Collector, Internal Revenue Service.

Costs

The costs of the above benefits are borne by participating employees, the University, the University of South Carolina Educational Foundation, and the State of South Carolina. By statute, the University cannot participate directly in the financing of employee insurance programs; however, the University pays all expenses of administering the entire program. The Educational Foundation pays approximately 25 percent of the costs of the Prudential group life plan and the Pilot disability income plan. The State of South Carolina pays the costs of the employee's coverage in the new State plan, while the costs to employees who enroll their dependents is determined by the classification into which those dependents fall.

RETIREMENT

The South Carolina Retirement System

This section is subject to interpretation by the South Carolina Retirement System and to changes which may be enacted by the General Assembly.

All regular non-student employees of the University, part-time and full-time, are members of the South Carolina Retirement System.

Under the provisions of the State Retirement Act, each employee contributes to State retirement four percent of his gross earnings by deductions from each pay check on earnings which total \$4,800 or less in any calendar year. The rate of employee contributions on gross earnings in excess of \$4,800 per year is six percent.

The State of South Carolina guarantees a formula return at retirement based on average salary and years employed. Details are available in a booklet that may be obtained at the University Personnel Office or at the office of the South Carolina retirement system.

Any member may retire and apply for benefits upon attaining age 60, or upon completing 30 years of creditable service.

Any member who leaves State employment prior to retirement may withdraw the sum of his contributions plus the accumulated regular interest thereon. However, an employee who completes 15 years of creditable service prior to age 60 may leave his contribution with the system and qualify for a deferred retirement annuity when he attains age 60.

Any member who becomes permanently disabled after completing five years of creditable service may apply for disability retirement benefits.

The Pre-Retirement Death Benefit Program, at the death of a contributing member who has completed at least one full year of membership under State retirement, shall pay to his beneficiary a death benefit equal to the annual earnable compensation of the member at the time of his death.

S. C. Retirement System as Applied to Academic Personnel

Administrative Officers. It shall be the policy of the University for administrative academic officers to retire from active administrative duties at the University at the end of the fiscal year in which they reach the age of 65 years. By definition, any faculty member holding an ap-

pointive position requiring administrative duties, such as a dean or department head, is an administrative academic officer. It is further the policy of the University to permit such an officer to continue in service after he reaches 65 years of age on an annual appointment basis, provided that for each additional year the staff member shall request continuance and such continuance for each such year shall have the recommendation of the Provost and the President and the approval of the Board of Trustees. Such additional annual employment shall in no event extend beyond the time such employee reaches the age of 70 years.

Teaching Faculty. It shall be the policy of the University for the teaching faculty member to retire from active employment at the University at the end of the fiscal year in which he reaches the age of 65 years. In exceptional cases, however, with the request and recommendation of the head of his department and dean of his school or college, and the approval of the Provost, the President and the State Budget and Control Board, he may be continued in service for a period of one year following each such approval until such employee has reached the end of the fiscal year in which he becomes 72 years of age.

The policy set forth herein shall be automatic and no employee shall be continued beyond this time of retirement as herein specified unless he has been notified of the intention of the University to continue his services at least three months prior to such time. The head of the employee's department, division, school or college must request and recommend the continuation of his services at least seven months prior to the time for the employee's retirement.

SOCIAL SECURITY

All University employees are covered by Old Age and Survivors Insurance, more commonly known as Social Security. Under this program, payments are deducted from the employee's paycheck and the University, as employer, matches each contribution. Further details can be obtained from the University Personnel Office.

WORKMEN'S COMPENSATION

Any employee has certain benefits, under the South Carolina Workmen's Compensation Act, if he sustains an accidental injury or contracts an occupational disease while performing his official duties as a University employee. In case of an accident an employee should:

1. Receive prompt medical care, preferably at the University Health Service.

2. Notify his department head or dean as soon as practicable after an accident.
3. The department head or dean should prepare, without delay, a complete report on appropriate forms obtained from, and returned to, the Personnel Office, which processes all papers.

In cases in which the disabled employee is covered by Workmen's Compensation, he may receive sick leave with pay to the extent that such leave has accumulated, provided the employee shall reimburse the University all amounts received by him as Workmen's Compensation insurance while he was on leave with pay. After all accumulated sick leave has been used, the employee shall be entitled to Workmen's Compensation only.

SOUTH CAROLINA STATE EMPLOYEE'S ASSOCIATION

As employees of the University of South Carolina and of the State of South Carolina, full-time faculty and staff members are eligible for membership in the South Carolina State Employee's Association. Dues are from \$3.00 to \$21.00 per year depending on the individual's salary, payable with application for membership or on July 1 of each year.

The Association is governed by officers and directors elected annually from the membership. The University has two directors on the board. Complete information about the Association, its insurance plan, the Credit Union, and the names of merchants who extend discounts to members can be obtained from the Personnel Office.

STUDY OPPORTUNITIES

A member of the academic staff at the rank of assistant professor or above may register for not more than four semester hours of credit each semester, provided written approval is obtained from his department head or dean. Faculty members above the rank of instructor are not permitted to become candidates for a graduate degree from the University. Such persons, however, may earn credit to be used in satisfying requirements of a graduate degree at another University.

ORGANIZATIONS

Faculty Club

On the payment of yearly dues, faculty members are welcome to join the Faculty Club. This organization, with officers elected by the member-

ship, arranges a varied program throughout the year of lunches, addresses by visiting speakers, and, on occasion, afternoon or evening functions. Faculty spouses are a welcome addition to Faculty Club activities.

Women's Auxiliary and Newcomer's Club

Faculty wives and women members of the faculty have established two special organizations. One is the Women's Auxiliary which elects its own officers and provides regular monthly programs for interested individuals throughout the year. The other is the Newcomer's Club, composed of members who came to the University during the current year. These groups endeavor to acquaint new members with the Columbia area and encourage social contacts between arrivals and their new colleagues.

Religious Life

Throughout the Columbia area churches and religious organizations welcome new (and old) faculty members. The University's Rutledge Chapel, located on the Horseshoe, has been reconditioned in the original style of 1801 and is used for vesper services, weddings, and other University events of a religious or ceremonial nature.

Several major religious denominations maintain centers immediately adjacent to the campus. These centers welcome participation of faculty members in their programs.

CULTURAL AND SPECIAL EVENTS

University faculty members provide leadership for, and are welcome members of, many cultural endeavors and other activities in the Columbia area. The list presented here is a representative selection of the activities which are available in this rapidly growing metropolis.

Athletic Tickets

Admission to athletic events is open to the faculty and members of their immediate families, at substantially reduced season-ticket rates. Tickets at these special prices shall not be sold or transferred. Notices giving details of application procedures are sent to the faculty; incoming faculty members should contact the business manager of the Athletic Department promptly after their arrival, as faculty seating is limited.

Artists Series

The faculty is invited to participate in the Artists Series at the University which brings outstanding performing artists to the campus. Details are announced in the student newspaper, **The Gamecock**, and are also circulated to the faculty.

The Columbia Music Festival Association

This Association provides programs by national and international artists throughout the winter season. Public announcement is made in the fall of program details and as to how subscription tickets may be obtained. Tickets are also available for single performances.

Workshop Theatre and The Town Theatre

Both are located within a few blocks of the University. They welcome faculty members as actors, stage crew, and, of course, audience. Season membership as well as single admission tickets are available.

The Columbia Museum of Art

This is located about one block from the campus. This museum has a remarkable collection of portraits, including a very valuable set of paintings from the nationally famous S. H. Kress collection. The Museum operates a small planetarium and an active craft program for children and adults as well as a science museum.

University Museum

The University Museum had a total attendance of 8,024 for the year 1973-74, or a monthly average of approximately 669 persons. Objects formerly housed in the Caroliniana Library are being transferred to the Museum for display. The Kohn collection, consisting of dolls from around the world, is on exhibit in the entrance hall. In addition to our permanent exhibits, weapons and artifacts from the Revolutionary period to the present are displayed from the private collection of Dr. Francis Lord. The Museum staff continues to welcome groups and to hold group showings after Museum hours.

Riverbanks Park Zoological Gardens

Located near I-26 and Greystone Blvd., the Riverbanks Park Zoological Gardens is a modern zoo where animals are kept in a setting which closely approximates their natural habitat. The zoo's aviary is an

outstanding example of the use of "psychological barriers" in the control of animals. At specified times each day a tropical rainstorm is reproduced in the aviary.

Coliseum

Carolina Coliseum schedules various types of music, sports, and entertainment shows during the year. Announcements are found in local and campus newspapers. The box office is located at the Green Street entrance to the building.

Columbia City Ballet

The Columbia City Ballet, a regional ballet company, presents nine ballet performances each season with a special rate for faculty and students.

Films

The University Union offers a film series each year. The Cinematic Arts Committee programs popular films, film classics, festivals, and foreign films.

THE UNIVERSITY LIBRARY SYSTEM

The University Director of Libraries is responsible for the operation of eight libraries on the main campus:

McKissick Memorial Library — Central library and depository for both general use and research purposes.

South Caroliniana Library — Houses mainly state and regional manuscripts and materials.

Thomas Cooper Library (formerly Undergraduate) — An open shelf library, at present also housing "reserves" for current classes.

Science Library — Located in the Physical Sciences Center, containing the principal holdings in Biology, Chemistry, Engineering, Geology, Pharmacy and Physics.

Education Library — Located in the College of Education

Law Library — Located in the School of Law

Music Library — Located in the Department of Music

Business Administration Library — Located in the College of Business Administration.

Faculty members enjoy borrowing privileges from these libraries in accordance with restrictions and authorizations provided for various categories of material. When books are not available locally, arrangements are easily made to secure them through inter-library loans.

Faculty members wishing to have books placed "on reserve" for their students should notify the appropriate library in writing at least two weeks in advance of the need for the reserves in their classes.

INSTRUCTIONAL SERVICES CENTER

The Instructional Services Center combines instructional technology with such other components as people, materials, techniques, message design and research. The final product is usually a media package which becomes a part of the faculty's total curriculum program.

The Instructional Services Center is responsible for serving faculty, staff, administration, and students directly or indirectly through the following activities:

Instructional Development: this includes in-service training, consultation, curriculum assessment and design, research and evaluation.

Production: the Center has major production units in graphics, television, audio, and photography.

Support Supply: these services include materials and equipment distribution, A-V equipment repair and maintenance, video and audio installation and distribution systems, and centralized purchasing of media materials and equipment.

COUNSELING SERVICES

Counseling Bureau. The Counseling Bureau operates under the Division of Student Affairs and provides vocational and personal counseling as well as a reading improvement and study skills program. The services of the Bureau are available to all students and, on a limited basis, to faculty members.

Psychological Services Center. The Center, located at 1819 Pendleton Street, provides diagnostic and treatment services for students and faculty of the University as well as to members of the Columbia community. Diagnostic and evaluative services to students and faculty are provided without charge.

Guidance Center. This facility, in the College of Education, serves the University and Columbia communities with major emphasis on career development and self awareness.

PLACEMENT BUREAU

The Placement Bureau, which assists seniors in making contacts for employment after graduation, operates as a part of the Division of Development. This service is also extended to alumni of the University. Faculty members are invited to bring the Bureau to the attention of interested students.

INFORMATION SERVICES

News media relations and publications functions of the University are coordinated through the Office of Information Services. Information Services is the central release agency for news of University events and personnel, interpreting such news when necessary to facilitate understanding of University activities. The publications office provides consultative, design and production services to administrative and academic divisions, both for regular publications and for special informational literature.

Faculty members are encouraged to notify Information Services of newsworthy events concerning their activities. When special events are being planned, the office should be given advance notice to permit arranging coverage in all appropriate media.

RECREATIONAL FACILITIES

Solomon R. Blatt Physical Education Center

The University's Physical Education Center, outdoor fields, and outdoor courts are available for use by members of the faculty and their families.

The Physical Education Center is open daily from 8:00 a.m. to 10:00 p.m., Monday through Friday, 10:00 a.m. to 6:00 p.m. on Saturday, and 1:30 to 9:00 p.m. on Sunday. During holidays, hours are individually scheduled. A master schedule is maintained in the Center Director's office and use of any facility must be cleared there.

Facilities available include: indoor — archery, badminton, basketball, body building, boxing, gymnastics, handball, racquetball, shuffleboard, squash, table tennis, volleyball, and wrestling; outdoor — basketball, football, golf, horseshoes, rugby, soccer, softball, tennis, and volleyball.

The natatorium located in the center is available to faculty, staff, and dependents during recreational hours. The hours vary by semester and will be posted in the center at the beginning of each semester.

Equipment. All equipment is issued by the Equipment Issue Room and must be returned the same day. Users deposit their I.D. cards and sign for responsibility.

Equipment available on a no-charge, loan basis includes: badminton racquets, baseball gloves, basketballs, footballs, golf clubs, jump ropes, medicine balls, volleyballs, racquetball racquets, ping pong equipment, shuffleboard equipment, soccer balls, softball equipment, squash racquets, tennis racquets, and weights.

Handball gloves, handballs, and squashballs are not furnished but may be purchased in the Physical Education Center.

Reservations. Outdoor Fields — Five outdoor fields are available by reservation or for free play when not reserved. Those having priority for reservations are academic classes, intramurals, and university organizations. Reservation requests must be submitted one week in advance.

Squash and handball — Courts are reserved for one hour at a time, with reservations beginning on the half-hour, Monday through Friday. Reservations may be made only on the day of play, except weekend reservations which may be made on the preceding Friday. Reservations may be made in the Director's office (room 201) or by calling 777-3186 between 8:30 a.m. and 5:00 p.m., Monday through Friday.

Tennis courts — Courts are reserved for one hour at a time, with reservations beginning on the hour. Weekday court reservations may be made on the day of play or on the preceding day. Reservations for weekend play may be made on the preceding Friday. Free play is permitted on courts which have not been reserved. Reservations may be made between 10:00 a.m. and 5:00 p.m., Monday through Friday, at the Director's office (room 201) or by calling 777-3186 between 10:00 a.m. and 4:30 p.m., Monday through Friday.

Locker Room and Clothing Fees. All faculty, staff, and dependents who wish to use the locker room and University clothing must pay a \$10.00 fee each semester at registration or at the Center Director's office. They will receive use of a locker, lock, clothing, towel, and laundry service for that semester. There is no refund of this fee. All users of the indoor facilities must furnish their own tennis shoes.

Guests. A personal guest is allowed if accompanied by a holder of an I.D. card. Each guest is charged \$1.00, which entitles him/her to a locker and towel. Guests may get a locker and clothing for \$2.00. The host must sign for responsibility of returning the items the same day.

R. G. Bell Camp

Some ten miles from Columbia, the University owns a substantial piece of land including a recreational area. This facility, named in honor of a former "Y" director, includes a lake suitable for swimming and boating, bathhouse facilities, a lodge for recreational purpose and numerous other outdoor activities for the faculty member and his whole family. Faculty members may apply to the Director of the University Union (777-8303) for membership cards on payment of a small fee.

PARKING

It is the University's practice to register vehicles of faculty members with the Motor Vehicle Registration Division, 438 South Main Street. Vehicles are required to have a current parking decal fixed to the left

rear bumper. Decals are not transferable and registrants agree to remove them on disposing of vehicles or on severance of University connection. Temporary permits for vehicles used as replacements for vehicles with the permanent decal may be obtained at the Motor Vehicle Division.

Traffic and parking regulations are published annually. Copies may be obtained from the Motor Vehicle Registration Division.

CAMPUS SECURITY AND EMERGENCIES

The Campus Security (Police) Office is located in the Main Street Office Building (corner of South Main and Wheat Streets). This department handles all security matters, including traffic control. In case of an emergency dial 777-5222. If there is no answer, call the USC switchboard. Reports of thefts, vandalism, traffic accidents, and other matters occurring on the campus and normally handled by the police should be promptly reported to the Campus Security Office.

Other emergency numbers include: Columbia Police 254-8111; Columbia Fire Department 254-3131; USC Infirmary 777-3174. On internal University phones dial 9 to obtain an outside line.

MAIL SERVICE

The University Station of the U. S. Post Office is a contract station located in the Booker T. Washington building and furnishes all postal services (777-3168). U. S. Mail is collected and delivered twice daily to all departments by the Campus Mail Service. Internal correspondence between departments and divisions of the University is also handled by this agency. The privilege of franking mail is limited to University business only.

PRINTING SERVICE

The University maintains a well-equipped duplicating and printing service (777-5146). Departmental work orders are usually forwarded to the Printing Service through the head of the department or division concerned. "Quick copy" offset duplicating is available to all University departments with pick-up and delivery service provided for rush orders. Printing Service personnel will gladly assist in layout and design and utilize IBM Magnetic Tape Selectric Composing equipment.

THE CAMPUS BOOKSTORE

The Campus Bookstore (777-4160), located in the Russell House complex, offers to both students and faculty the necessary curriculum

required textbooks and other course related materials. In addition to a large selection of general trade books, — paper and cloth — it also makes available supplemental, campus oriented merchandise including health aids, art and engineering supplies, U.S.C. imprinted stationery, jewelry, clothing and gift items. At the appropriate times academic regalia and class rings are offered through the bookstore.

CAMPUS BANKING

In addition to the services provided by local banks, the University operates a student bank. Faculty members may cash University checks and obtain limited sums of cash on presentation of their personal checks.

SALARY CHECKS

If anyone so requests, he may be paid bi-weekly; otherwise, he will be paid monthly. By filling out a card in the Personnel Office, members may have their checks deposited in the Columbia bank of their choice. State law prohibits any advance in salary.

CREDIT UNION

For the benefit of members of the faculty, the University has established a Credit Union to provide a savings and loan system. Dividends are paid as well as life insurance for eligible savers. More information can be obtained from the Credit Union Office, Thornwell College (777-5186).

Appendix I

BY-LAWS OF THE FACULTY SENATE THE UNIVERSITY OF SOUTH CAROLINA

Article I — Purpose and Powers

The Faculty Senate of the University of South Carolina, having been created by direction of the University Faculty to act by and for that body, is endowed with all the powers and authority of the University Faculty except for those powers specifically reserved by that body to itself, provided that the University Faculty may amend or repeal any general policy decisions adopted by the Faculty Senate.

Article II — Members

Section 1. The Faculty Senate is composed of the voting members of the University Faculty chosen by each college or school or other academic units for membership in the Senate. For the purpose of these by-laws, the term "voting members" is defined to mean full-time faculty members holding the rank of Assistant Professor or above and professional librarians.

Section 2. The number of Senate members allocated to each college, school, or regional campus is ten (10) per cent of the total voting members of the University Faculty in such college, school, or regional campus. Each college, school, or regional campus shall establish and publish rules and procedures governing the election of its members to the Senate and the filling of vacancies. Those colleges or regional campuses which are departmentalized shall allocate the Senators amongst the departments so as not to exceed the ten (10) percent limit for the total college or regional campus (Table 1). At the first election of members to the Senate, each college, school, or regional campus shall designate terms of one, two, or three years for its members so that approximately one-third of its members will be allotted each of the terms. Thereafter, members elected to the Senate shall have terms of three years, unless chosen to fill unexpired terms.

No Senator shall be eligible for an additional term in the Senate until one year following the expiration of his term of service.

Section 3. No later than the opening of the fall term each year, the dean of each college or school and the academic administrator of each regional campus should recalculate the number of members of the Senate to which his college, school, or regional campus is entitled and revise the number of vacancies to be filled accordingly, provided that a reduction in appointment in the Senate of a college, school, or regional campus shall not result in the removal of any Senators from such college, school, or regional campus until the expiration of their term. Elections to fill these vacancies (either new or unexpired terms) shall then be held in time to submit a full roster of Senators to the Secretary of the Faculty no later than the first Wednesday in September. The term of office of newly elected Senators shall begin with the Senate meeting in September. Vacancies which may occur during the year may be filled by a special election and such Senators shall serve the unexpired term of the seat to which elected. Expansion of faculty during the year shall not increase the number of seats to which a college, school, or regional campus is entitled for that year.

TABLE 1

Number of full-time (not full-time equivalent) faculty at or above Assistant Professor level	Number of senators for the college, school, or regional campus	Number of full-time (not full-time equivalent) faculty at or above Assistant Professor level	Number of senators for the college, school, or regional campus
1 - 14	1	135 - 144	14
15 - 24	2	145 - 154	15
25 - 34	3	155 - 164	16
35 - 44	4	165 - 174	17
45 - 54	5	175 - 184	18
55 - 64	6	185 - 194	19
65 - 74	7	195 - 204	20
75 - 84	8	205 - 214	21
85 - 94	9	215 - 224	22
95 - 104	10	225 - 234	23
105 - 114	11	235 - 244	24
115 - 124	12	245 - 254	25
125 - 134	13		

Section 4. Only members of the Faculty Senate, as defined in Section 1 of this Article, may present motions and vote. Any chairman of a Faculty or Special Advisory Committee is empowered to move the adoption of his committee's report, however, and any member of the University Faculty may attend Senate meetings and speak on matters brought before the Senate.

Article III — Officers

Section 1. The officers of the Senate shall be a Chairman, a Chairman-elect, a Secretary, a Secretary-elect, and such other officers as the Senate may from time to time establish. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority and rules adopted by the Senate. The Chairman and the Secretary shall serve for periods of two years and three years respectively. The person designated to serve as Chairman will serve for a total of four years on the Senate Steering Committee. He shall serve his first year as Chairman-elect, the second and third years as Chairman, and the fourth year as Past Chairman. The Secretary shall serve a four year term on the Steering Committee, the first year as Secretary-elect and the second, third, and fourth years as Secretary.

Section 2. The Chairman-elect shall be elected at the beginning of the second year of the Chairman's two year term, i.e., at the beginning of his third year of service on the Steering Committee (Table 2). He shall be nominated at the first regular fall meeting and be elected at the next regular meeting. Any voting member of the faculty may offer a nomination for Chairman-elect from the floor; however, only members of the Senate may vote in the election of the Chairman-elect. The Chairman-elect may be, but need not be, a member of the Senate; provided, however, that only voting members of the University faculty shall be eligible and no one whose primary functions are administrative in nature shall be eligible for election to Chairman-elect. The Chairman-elect shall assume the office of Chairman at the first meeting of the fall term (i.e., at the beginning of his second year of service on the Steering Committee) and shall preside at that meeting. The Secretary-elect shall be elected at the beginning of the third year of the Secretary's three year term, i.e., at the beginning of the fall term and his fourth year of service on the Steering Committee (Table 2). In this election, the same procedure and rules of eligibility specified for selection of the Chairman-elect shall apply.

Section 3. If the Chairman becomes unable to serve in the first year of his term, the Past Chairman shall preside at the next regular

meeting and shall receive nominations for a new Chairman. The new Chairman shall be elected in the following regular meeting and shall serve the remainder of that term. He shall then serve on the Steering Committee as Past Chairman. If the Chairman becomes unable to serve in the second year of his term, the Chairman-elect shall assume the office and serve the remainder of that term plus the term to which regularly elected. A new Chairman-elect shall then be elected at the time specified in Section 2 of this article.

Section 4. Should the Secretary become unable to serve in the first or second years of his term, his successor shall be nominated and elected at the next regular meeting. Should the Secretary become unable to serve in the third year of his term, the Secretary-elect shall assume the office and serve the remainder of that term plus the term to which regularly elected. A new Secretary-elect shall then be elected at the time specified in Section 2 of this article.

TABLE 2

Four year tenure on the Steering Committee of persons selected to chair the Faculty Senate. First year (1), chairman-elect; second and third years (2, 3), chairman; fourth year (4), past chairman. Four year tenure on the Steering Committee of the Senate secretary. First year (1), secretary-elect; second, third, and fourth years (2, 3, 4), secretary.

	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986
Chr. A	3	4											
B	1	2	3	4									
C			1	2	3	4							
D					1	2	3	4					
E							1	2	3	4			
F									1	2	3	4	
G											1	2	3
Sec. A		2	3	4									
B				1	2	3	4						
C							1	2	3	4			
D										1	2	3	4

Article IV — Meetings

Section 1. Regular meetings of the Senate shall be held monthly during the academic year, and once during the Summer Session, unless otherwise ordered by the Senate.

Section 2. Special meetings of the Senate can be called by the Chariman and shall be called by him upon written request of ten (10) members of the Senate. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days' notice shall be given and the meeting must be held within ten (10) days from the receipt of the written request.

Section 3. A majority of the members of the Senate shall constitute a quorum.

Article V — Elections

Section 1. In the case of any positions to be filled by election by the Faculty Senate, nominations for such positions shall be made from the floor, except as provided in Article VI of these bylaws. Voting shall be by secret ballot, and a majority is required for election.

Section 2. If one position is to be filled, a candidate receiving a majority on the first ballot shall be declared elected. If no candidate receives a majority, the candidates receiving the highest and the next highest number of votes shall be the nominees for a second vote.

Section 3. In multiple-seat elections, as in the case of selection of a committee, for example, the following rules shall operate:

a. Each person voting shall be expected to vote for as many persons as there are positions to be filled, but no ballot shall be invalidated solely because of failure to vote for as many candidates as there as positions to be filled.

b. If the number of candidates receiving majorities is equal to the number of positions to be filled, those receiving majorities shall be declared elected.

c. If the number of candidates receiving a majority is fewer than the number of positions to be filled, any candidate receiving a majority shall be declared elected. For succeeding votes, the number of candidates shall not exceed twice the number of remaining positions. Whenever it becomes necessary under this rule to strike the names of candidates from the list of nominees, the person receiving the fewest number of votes shall be dropped first, and this order shall be followed until the necessary number is dropped.

d. If more candidates receive majorities than there are positions to be filled, the necessary number of candidates having the largest majorities shall be declared elected.

e. When varying terms are to be served by persons elected to multiple-seat positions, the length of term to be served by each shall be determined by lot among those elected.

Article VI — Committees

Section 1. The regular standing committees established by the University Faculty shall constitute standing committees for the Faculty Senate and shall report to the Senate and discharge such duties as the Senate may assign to them. The Senate may establish such additional standing committees as it may deem necessary.

Section 2. Regular election of members to faculty committees shall take place in May of each year. At the May meeting of the Senate or of the University faculty, if the Senate does not meet in May, the Faculty Nominating Committee shall present a slate of nominees to replace committee members whose terms are expiring. Nominations may also be made from the floor by any member of the University Faculty, and nominations shall remain open at that meeting until adjournment. Within seven (7) days thereafter, the Nominating Committee shall send a ballot containing all such nominations to each voting faculty member, with instructions to return the marked ballot within ten (10) days. The election provisions in Article V of these bylaws shall govern the determination of the persons elected and also the procedure if a runoff is necessary. The result of the election shall be certified to the Secretary of the Senate by the Chairman of the Nominating Committee.

Election of members to new committees or to fill vacancies occurring in existing committees may take place as the need arises during the year and will follow the procedure outlined above, except that such special elections need not be held in May.

Section 3. Special committees may be established as the Senate from time to time deems necessary, with the numbers to be selected as directed by the Senate.

Article VII — Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Order** shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the special rules of order the Senate adopts.

Article VIII — Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Senate by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Article IX — Publication of Bylaws and Rules

The Bylaws and Standing Rules of the Faculty Senate shall be published in the Faculty Manual and in such other form as may be convenient for distribution, and such publications shall be revised from time to time as deemed necessary.

Appendix II

STANDING RULES OF THE FACULTY SENATE THE UNIVERSITY OF SOUTH CAROLINA

Rule I. General

The Faculty Senate shall operate under the standing rules of the University Faculty, except as those rules are modified herein or by the Bylaws of the Faculty Senate.

Rule II. Meetings

The Faculty Senate shall meet at 4:00 p.m. on the first Wednesday of each month from October to May inclusive and on the last Wednesday in the First Summer Session, unless otherwise ordered by the Senate. All members of the University Faculty shall receive notification of meetings, copies of the minutes, and the published agenda for any pending meeting.

Rule III. Order of Business

The order of business in the Faculty Senate shall be as follows:

1. Corrections to and approval of minutes
2. Reports of officers, to include reports of the President and any Vice-Presidents of the University who have matters to report to the Faculty Senate
3. Reports of Faculty Committees, in the following order:

Nominations	Athletics
Curricula and New Courses	Grievance
Faculty Advisory	Faculty Welfare
Scholastic Standing and Petitions	Discipline
Faculty and Board Liaison	Student-Faculty Relations
Admissions	Honorary Degrees

4. Reports of Special Committees
5. Report of the Secretary
6. Special Orders (including elections)
7. Unfinished Business
8. New Business
9. Announcements

Rule IV — Agenda

Section 1. An agenda shall be prepared and circulated to each member of the University Faculty before each regular meeting of the Faculty Senate, along with the minutes of the previous meeting, at least three (3) working days prior to such meetings. In order to accomplish this purpose, chairmen of standing or special committees, and individual members of the Senate who have business to bring before the Senate shall so notify the Secretary of the Senate by no later than the twentieth (20) of the month preceding the meeting at which such business is to be presented. Failure to notify the Secretary in time to include an item of business on the printed agenda shall not bar consideration of such item, but priority shall be given to the business on the published agenda.

Section 2. Members of the University Faculty who are not members of the Senate but who wish the Senate to consider a matter which otherwise would not appear on the published agenda shall notify the Secretary, who shall list the matter as a request for consideration.

Section 3. The Senate shall not give final consideration to any substantive legislative matters not included on the published agenda of the meeting at which introduced, unless by a two-thirds vote the Senate shall agree to consider such matters.

Rule V — Elections

Elections shall be conducted in the manner provided in the Bylaws of the Faculty Senate.

Rule VI — Voting

Except in the case of elections, voting shall be by voice vote, or upon request of the Chairman, a show of hands. If the outcome of the vote is in doubt, the Chairman may call for a show of hands or a division and order a count. Upon request of any member and a twenty-five (25)

percent vote in support of such request, the Chairman shall order a count. Upon request of any member and a majority vote in support of such request, the Chairman shall order a roll-call vote, which shall be recorded in the minutes.

Rule VII — Executive Sessions

The Senate may, in extraordinary circumstances, by majority vote go into Executive Session for the conduct of any business. While in Executive Session only members of the Senate, other voting members of the University Faculty, and special invitees may be present.

Rule VIII — Visitors

Section 1. The Senate may, by majority vote, permit any person to attend or to attend and address the Senate during part or all of any Senate meeting.

Section 2. The Chairman of the Board of Trustees of the University of South Carolina, or a designated representative, is invited to attend all open meetings of the Faculty Senate, with the privilege of the floor.

Section 3. The President of the Student Body, the Vice-President of the Student Body, the student members of the Student-Faculty Relations Committee, the Editor of the GAMECOCK newspaper, and the news director of WUSC or WUSC-FM, may attend all open meetings of the Faculty Senate and, when requested by the Senate, may make reports thereto.

Section 4. The Director of the University of South Carolina Information Services, or the Director of the News Service may attend all open meetings of the Faculty Senate.

Rule IX — Releases to the Press

The Chairman and the Secretary of the Faculty Senate may, after each meeting of the Senate, inform any members of the press, upon request, of any matters transpiring in such meeting, unless otherwise ordered by the Senate.

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